AGENDA

CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY OF VALLEJO
January 11, 2021
5:15 P.M.

COMMISSIONERS
Mike Nisperos, Chair
Brenda Plechaty, Vice Chair
Gregory Carter
Leslie Janik
Patricia Wright

PUBLIC COMMENT: Members of the Public may provide public comments during the Civil Service Commission Meeting via ZOOM (https://ZoomRegular.Cityofvallejo.net), or via phone, by dialing (669) 900-6833.

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

VIEW THE MEETING:

There are three different ways you can view this public meeting:

- **Watch Vallejo local channel 28**
- **Stream from the City website: www.cityofvallejo.net/Streaming**
- **Join the Zoom webinar: https://ZoomRegular.Cityofvallejo.net**

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**

[1] Due to the Coronavirus emergency, all Civil Service Commission meetings will be held via teleconference. Members of the public may provide public comments during the Civil Service Commission meeting via ZOOM

https://ZoomRegular.CityofVallejo.net
Option to join by phone:
Dial (669) 900-6833
Enter Meeting ID: 914 0075 0676#
Press *9 to digitally raise your hand from the phone
For additional instructions on how to speak during public comment, please visit,
www.cityofvallejo.net/publiccomment

4. WRITTEN COMMUNICATIONS

5. EXECUTIVE SECRETARY'S REPORT

6. REPORT OF CHAIRPERSON AND COMMISSIONERS

7. COMMUNITY FORUM

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold the Civil Service Commission meeting via teleconference. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Community Forum may do so via ZOOM (https://zoom.us/j/91400750676) or via phone, by dialing (669)900-6833.

For additional instructions on how to speak during public comment, please visit, www.citofvallejo.net/publiccomment
The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes.

8. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold the Civil Service Commission meeting via teleconference. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Public Comment Regarding Consent Calendar Items may do so via ZOOM (https://zoom.us/j/91400750676) or via phone, by dialing (669)900-6833.

For additional instructions on how to speak during public comment, please visit, www.citofvallejo.net/publiccomment

Each speaker is limited to three minutes.

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the September 14, 2020 meeting.

B. APPROVAL OF AGENDA

9. ACTION CALENDAR

NOTICE: Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold the Civil Service Commission meeting via teleconference. Any interested members of the public desiring to communicate with the Civil Service Commission as part of the Action Calendar may do so via ZOOM (https://zoom.us/j/91400750676) or via phone, by dialing (669)900-6833.

For additional instructions on how to speak during public comment, please visit, www.citofvallejo.net/publiccomment

Each speaker is limited to three minutes.

A. APPROVE CLASSIFICATION SPECIFICATION REVISIONS FOR WATER TREATMENT PLANT OPERATOR CLASS SERIES

Recommendation: By motion, approve the revisions to classification specifications for Water Treatment Plant Operator Trainee I, Water Treatment Plant Operator Trainee II, Water Treatment Plant Operator, and Advanced Water Treatment Plant Operator.

Contact: Stephanie Sifuentes, Human Resources Program Manager

(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

B. APPROVE CLASSIFICATION SPECIFICATION REVISIONS FOR HOUSING SPECIALIST CLASS SERIES

Recommendation: By motion, approve the revisions to classification specifications for Housing Specialist I, Housing Specialist II, Senior Housing Specialist, and Housing Specialist Supervisor.

Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

10. ADJOURNMENT

ADDITIONAL CITY INFORMATION
Members of the public can:
Like us on Facebook (www.facebook.com/cityofvallejo)
Sign up to receive City Communications via e-mail (www.cityofvallejo.net/living/connect)
Sign up to receive City updates and get connected with your neighbors on Nextdoor (www.nextdoor.com)

CERTIFICATE

I, Stephanie Sifuentes, Executive Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Civil Service Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 12:00 p.m., Friday, January 8, 2021.

Dated: January 8, 2021

Angelina Joya for

Digitally signed by Angelina Joya for
DN: cn=Angelina Joya for, o=City of Vallejo, ou=City Clerk's office, email=Angelina.Joya@cityofvallejo.net, c=US
Date: 2021.01.07 18:52:27 -08'00'

Stephanie Sifuentes, Executive Secretary

CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
VIA TELECONFERENCE
SEPTEMBER 14, 2020

1. **CALL TO ORDER**
   The meeting was called to order at 5:26 p.m.

2. **FLAG SALUTE**

3. **ROLL CALL**
   Present: Chair Nisperos, Vice Chair Plechaty, Commissioners Carter, Janik, and Wright
   Absent: None
   Staff present: Executive Secretary Sifuentes, Deputy City Attorney Hussein, and Deputy City Clerk Joya

4. **WRITTEN COMMUNICATIONS** - None

5. **EXECUTIVE SECRETARY'S REPORT** - None

6. **REPORT OF CHAIRPERSON AND COMMISSIONERS** - None

7. **COMMUNITY FORUM** - None

8. **CONSENT CALENDAR AND APPROVAL OF THE AGENDA** - None
   Action: Moved by Commissioner Carter, second by Vice Chair Plechaty and carried unanimously approval of the Agenda and Consent Calendar.

   A. **APPROVAL OF THE MINUTES –** Regular meeting minutes of the July 13, 2020 meeting.
   B. **APPROVAL OF AGENDA**

9. **ACTION CALENDAR**

   A. **APPROVE REQUEST FOR RESTORATION TO REGISTER OF ELIGIBLES FOR POSITION OF WATER DISTRIBUTION TECHNICIAN**
   Recommendation: By motion, approve the request from Frank Emryan to be reinstated to the Register of Eligibles for the position of Water Distribution Technician for a period of two (2) years from date of restoration.

   Contact: Stephanie Sifuentes, Human Resources Program Manager
   (707) 648-8606, stephanie.sifuentes@cityofvallejo.net

   Executive Secretary Sifuentes outlined the staff report and recommendation.

Speakers – None

Action: Moved by Commissioner Janik, second by Commissioner Carter and carried unanimously to approve the request for Frank Emryan to be reinstated to the Register of Eligibles for the position of Water Distribution Technician for a period of two (2) years from date of restoration.

B. APPROVE TITLE AND SPECIFICATION OF NEW NON-CLASSIFIED POSITION OF HOUSING PROJECT DEVELOPER

Recommendation: By motion, approve the title and specification for the new non- classified position of Housing Project Developer, and allocate the position to the Non-Classified service of the City's Classification Plan.

Contact: Stephanie Sifuentes, Human Resources Program Manager
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

Executive Secretary Sifuentes outlined the staff report and recommendation.

Speakers – None

Action: Moved by Commissioner Wright, second by Vice Chair Plechaty and carried unanimously to approve the title and specification for the new non-classified position of Housing Project Developer, and allocate the position to the Non-Classified service of the City's Classification Plan.

10. ADJOURNMENT

The meeting adjourned at 5:46 p.m.

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MIKE NISPEROS, CHAIRPERSON

ATTEST:

_____

STEPHANIE SIFUENTES, EXECUTIVE SECRETARY

Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4363

To: Civil Service Commission

From: Stephanie Sifuentes, Human Resources Program Manager

Date: January 11, 2021

Subject: Approve Classification Specification Revisions for Water Treatment Plant Operator class series

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RECOMMENDATION

Approve the classification specification revisions for the Water Treatment Plant Operator class series, including Water Treatment Plant Operator Trainee I and II, Water Treatment Plant Operator, and Advanced Water Treatment Plant Operator.

REASON FOR RECOMMENDATION

Water Department staff and Human Resources reviewed the Water Treatment Plant Operator class series in preparation for an upcoming recruitment process. In doing so, it came to our attention that because our class specs are older, we were requiring a very specific set of courses as a minimum qualification. In addition, we were requiring more courses than are necessary for the appropriate certifications, which is a conflict in the qualification process, and makes it nearly impossible for anyone to qualify following the minimum qualifications. In addition, as we looked deeper into each of the classes in the series side by side, we found an opportunity to clean up the language, formatting, and consistency across all four classes in the series. The Water Department, Human Resources Department, and IBEW 1245 collaborated on these revisions. During this process, it was also brought to our attention that there has been an industry standard change in the use of the title “Advanced” which needed to be addressed. The title of “Advanced” within the industry is now recognized by the State as signifying that an operator is licensed in both water and wastewater. In order to be clear and consistent with the State and the water industry, we’re recommending a change in title from Advanced Water Treatment Plant Operator to Senior Water Treatment Plant Operator.

BACKGROUND AND DISCUSSION

Civil Service Rule 4.6 states that revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specifications or by addition of a class without amendments to the Civil Service Rules and Regulations. Significant revisions as used in this Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in existing classification plan. This expression does not include editorial, stylistic or other revisions that have minimal or have no impact on the basic meaning of the job duties detailed in the existing classification plan which shall be considered "minor revisions". If significant revisions to a classification plan are being proposed for approval by the Commission with or without agreement from the affected collective bargaining units, the Executive Secretary shall provide notice to the affected collective bargaining units representing the class at least three (3) calendar days prior to meeting at which a classification recommendation is being made. All minor revisions to a classification plan may be approved by the Executive Secretary.

The revisions before the Commission include both minor and significant changes. The minor revisions are cosmetic in nature to update vernacular, formatting, and consistency across classes which are consistent with classification and industry best practice, and at the discretion of the Executive Secretary. There are two significant revisions being proposed at this time, including removing the courses listed in the minimum qualifications section of all four classifications and one title change, which require the review and approval by the Civil Service Commission.

The first of the significant changes, is removing the Ken Kerri course requirement from all four classification specifications, substituting for broader language allowing for other courses approved by the California State Water Resources Control Board to be considered, as is also consistent with our comparable agencies. At one point in time, these courses were the only courses offered in preparation for the required certification. The California State Water Resources Control Board now recognizes several courses, as listed on their website. In addition to the Ken Kerri course requirement causing confusion in the minimum qualifications for the operator classes, it is also best practice not to name a specific course title or organization from which to obtain the courses as these things can change over time and would require another revision to the classification specifications.

The second significant revision being proposed is a title change from Advanced Water Treatment Plant Operator to Senior Water Treatment Plant Operator. Through this process, we became aware that the California State Water Resources Control Board now recognizes the title of "Advanced" as signifying an operator is licensed in both water and wastewater. In order to be clear and consistent with the State and the water industry, we're recommending a change in title from Advanced Water Treatment Plant Operator to Senior Water Treatment Plant Operator.

DOCUMENTS ATTACHED

Attachment A – Classification Specification Revision (Redline) – Water Treatment Plant Operator Trainee I
Attachment B – Classification Specification Revision (Clean) – Water Treatment Plant Operator Trainee I
Attachment C – Classification Specification Revision (Redline) – Water Treatment Plant Operator Trainee II
Attachment D – Classification Specification Revision (Clean) – Water Treatment Plant Operator Trainee II
Attachment E – Classification Specification Revision (Redline) – Water Treatment Plant Operator
Attachment F – Classification Specification Revision (Clean) – Water Treatment Plant Operator
Attachment G – Classification Specification Revision (Redline) – Advanced Water Treatment Plant Operator
Attachment H – Classification Specification Revision (Clean) – Senior Water Treatment Plant Operator

CONTACT

Stephanie Sifuentes
Human Resources Program Manager
Contact Information: (707) 648-8606
stephanie.sifuentes@cityofvallejo.net

CITY OF VALLEJO

ESTABLISHED JUNE 2015
REVISED DECEMBER 2020

WATER TREATMENT PLANT OPERATOR TRAINEE I

SUMMARY DESCRIPTION

Under immediate supervision, ~~T~~to learn ~~to perform~~ and perform a variety of basic and routine tasks required in the operation and maintenance of the City's water treatment and distribution facilities.

DISTINGUISHING CHARACTERISTICS

This is the first trainee level classification in the Water ~~t~~Treatment ~~p~~Plant ~~o~~Operator series. This is an entry level classification with limited or no directly related experience required, representing the first level of a progressive classification series designed to prepare an incumbent over the course of thirty-six (36) months from date of hire into this classification, to qualify as a journey-level shift operator, certified by the California State Water Resources Control Board (SWRCB) as a Grade T3 Water Treatment Plant Operator. Within thirty-six (36) months of the date of hire into this classification, incumbents are expected to have obtained the required knowledge, skills, and abilities to qualify for advancement into ~~through~~ the classification of Water Treatment Plant Operator Trainee II, and on to the destination classification of Water Treatment Plant Operator. Incumbents receive training and close supervision and are assigned tasks that are routine in nature, requiring limited judgment and decision making. This classification is distinguished from the Water Treatment Plant Operator Trainee II class, ~~as~~in that the latter is the second trainee level classification, serving as the intermediate step toward preparation for advancement to the full journey level Water Treatment Plant Operator Class.

As a condition of ~~continued~~ employment with the City of Vallejo in the classification of Water Treatment Plant Operator Trainee I, and continuation in this progressive classification series, incumbents are required to ~~pursue~~ complete the requisite training and education to become certified by the California State Water Resources Control Board (SWRCB) as a ~~obtain the~~ Grade T2 Water Treatment Plant Operator ~~certification certified by CA California State Water Resources Control Board (SWRCB)~~ within twelve (12) months of the date of hire into this classification, as well as to demonstrate satisfactory performance in assigned tasks. Incumbents will retain employment and advance to the second trainee level after ~~obtaining~~demonstrating the required knowledge, skills, and abilities, as well as successfully obtaining the Grade T2 Water Treatment Plant Operator certification. ~~within twelve (12) months, completing their twelve (12) month probationary period, and completing a satisfactory performance review.~~ ~~meeting four (4) requirements, including the completion of twelve (12) months within the Trainee I classification, obtaining a satisfactory performance review, meet the coursework requirement of the classification, and attaining Grade T2 certification is not obtained within the specified twelve (12) months, or i~~If the incumbent is ~~not deemed eligible for advancement due to receipt of an unsatisfactory performance review~~ unable to obtain and maintain a Grade T2 Water Treatment Plant Operator certification within twelve (12) months of the date of hire, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Water Treatment Plant Operators and ~~Advanced~~Senior Water Treatment Plant Operators, and immediate supervision from Water Treatment Plant Supervisors and/or other supervisory or management staff. ~~overall supervision from supervisory and management staff such as the Water Treatment Plant Supervisor, Water Operations Superintendent, and Water Director. Receives functional supervision and lead direction from journey level or advanced journey level treatment plant operators as assigned for training purposes.~~ ~~a Water Treatment Plant Supervisor or Water Treatment~~

~~Regulatory Compliance Officer and receives functional supervision and work direction from journey level or advanced level treatment plant operators as assigned for training purposes.~~

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Learn~~s~~ to operate, monitor, adjust and control functions within a water treatment plant, distribution system and sludge de-watering facility, using local controls and the Supervisory Control and Data Acquisition System (SCADA).

Learn~~s~~ to operate and adjust treatment plant ~~equipment: ~~pumps, motors, feeders and other ~~machinery~~ equipment to maintain appropriate plant operations~~.:~~

Learn to regulate the flow of water into and through the source water transmission system, the water treatment plant, ~~facilities~~ and ~~to~~ the distribution system.

Learn to record entries, update and maintain plant operation~~s~~ logs, forms and reports; learn~~s~~ to perform and document calculations related to plant operational activities.

~~Learns to mix and add treatment chemicals.~~

Learn~~s~~ to monitor water quality by use of online instrumentation~~, and by~~ sampling procedures~~sses~~, and performing ~~tests~~ ~~simplified~~ analyses using standardized ~~analytical~~ testing methods, tools, and equipment in ~~the~~a plant process laboratory, and at various stages in the treatment process.

Learn to mix and apply chemicals for use at various stages in the treatment process.

~~Learns to dispatch call-out personnel as required for emergency situations.~~

Learn~~s~~ to work with hazardous chemicals related to water treatment and ~~branch~~ laboratory operations; receives training in and assist~~s~~ in spill prevention and response at City facilities.

Learn to ~~M~~maintain~~s~~ plant, operating equipment and facilities in a clean and orderly condition; perform~~s~~ routine housekeeping ~~chores~~ inside and outside the plant and conduct~~s~~ regular site safety inspections as directed.

Learn to dispatch call-out personnel as required for emergency situations at all hours.

Learn~~s~~ to assist in the receiving, safe unloading and storage of chemicals and materials by hand and by use of motorized and mechanical equipment.

Perform other duties and responsibilities as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Basic principles of mathematics, biology, chemistry, and applied hydraulics.

Basic computer (PC) skills in Microsoft Office ~~s~~Suite software.

Safe work practices and use of related personal protective equipment.~~-~~

ABILITY TO:

Understand and carry out written and oral instructions.

Accurately read, interpret and document information from instruments and recording devices.

Read and interpret plant piping and distribution diagrams and other technical documents.

Logically solve problems and recognize hazardous work conditions.

Learn the practices, procedures, techniques, regulations, and laws pertaining to water treatment plants and distribution system operation.

Establish and maintain effective working relationships with those contacted in the course of work.

Work any shift, rotations, weekends, and holidays, at any Water ~~Division~~ Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers safely. ~~and perform some heavy manual labor~~.

Wear respiratory protection equipment as required; to perform required duties while wearing a Self-Contained Breath Apparatus (SCBA).

~~Travel to alternate duty/work locations and attend offsite meetings or appointments.~~

~~Adapt to a rotating work schedule and report to other and assigned city treatment facility location~~

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

None required.

Related experience is desirable.

Education:

Equivalent to completion of the twelfth (12th) grade. ~~A High School Diploma or G.E.D. and three (3) years of high school mathematics, including at least two (2) years of algebra.~~

License or Certificate:

Possession of, and ability to maintain, a valid ~~Class C California D~~driver's ~~L~~license.

~~Possession of CA T1 or T2 certificate desirable~~

The ability to obtain the Grade T2 Water Treatment Plant Operator certification ~~certified~~ issued by~~by~~

the ~~CA~~California ~~-~~State Water Resources Control Board (SWRCB) within ~~twenty-four~~ twelve (~~24~~12) months of the date of hire is required. Once hired into ~~the~~this classification, failure to obtain the Grade T2 certification within the ~~specified time frame~~12 months will result in termination of employment. ~~Current possession of a California Grade T2 Water Treatment Plant Operator's Certification, OR the ability to obtain the certification within twelve (12) months of the date of hire is required. Once hired into the classification, failure to obtain the Grade T2 certification with twelve (12) months, will result in termination of employment.~~

Possession of, and ability to maintain, current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and maintain ~~remain shaven of~~ facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to ~~of~~ perform~~ing~~ required duties while wearing SCBA.

Must be able to work safe~~t~~ly while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

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Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

~~**Desirable:**~~
~~Current possession of either a California Grade T1 or T2 Water Treatment Plant Operator's Certification is desirable.~~

~~**OTHER REQUIREMENTS**~~

~~Pursuant to California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."~~

~~Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and remain shaven of facial hair at all times as required to wear respiratory protection equipment.~~

~~Must maintain the ability to perform required duties while wearing SCBA.~~

~~Must be able to work safety while wearing Personal Protective Equipment (PPE).~~

~~Work on an unscheduled basis for emergency situations; must be willing to work any day and shift within a 24-hour period as assigned, including holidays, weekends and overtime as needed.~~

~~**WORKING CONDITIONS**~~

~~Risk exposure to chemicals; some lifting; machinery noise.~~
~~Work in and around confined spaces and elevated structures.~~
~~Work in proximity of high voltage and electronic equipment.~~
~~Work outdoors in a variety of weather conditions.~~
~~Work around complex, moving machinery in a biohazard environment.~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC ____June 2015_____

Revised _____ New _____

Date Adopted by City Council_____ Council Agenda Item_____

Class Code _____

Pay Grade _____

Bargaining Unit _____

Exempt_____ Non-Exempt_____

EEOC Category _____

ESTABLISHED JUNE 2015
REVISED JANUARY 2021

WATER TREATMENT PLANT OPERATOR TRAINEE I

SUMMARY DESCRIPTION

Under immediate supervision, to learn and perform a variety of basic and routine tasks required in the operation and maintenance of the City's water treatment and distribution facilities.

DISTINGUISHING CHARACTERISTICS

This is the first trainee level classification in the Water Treatment Plant Operator series. This is an entry level classification with limited or no directly related experience required, representing the first level of a progressive classification series designed to prepare an incumbent over the course of thirty-six (36) months from date of hire into this classification, to qualify as a journey-level shift operator, certified by the California State Water Resources Control Board (SWRCB) as a Grade T3 Water Treatment Plant Operator. Within thirty-six (36) months of the date of hire into this classification, incumbents are expected to have obtained the required knowledge, skills, and abilities to qualify for advancement into the classification of Water Treatment Plant Operator Trainee II, and on to the destination classification of Water Treatment Plant Operator. Incumbents receive training and close supervision and are assigned tasks that are routine in nature, requiring limited judgment and decision making. This classification is distinguished from the Water Treatment Plant Operator Trainee II class, in that the latter is the second trainee level classification, serving as the intermediate step toward preparation for advancement to the full journey level Water Treatment Plant Operator Class.

As a condition of employment with the City of Vallejo in the classification of Water Treatment Plant Operator Trainee I, and continuation in this progressive classification series, incumbents are required to complete the requisite training and education to become certified by the California State Water Resources Control Board (SWRCB) as a Grade T2 Water Treatment Plant Operator within twelve (12) months or two (2) State provided/mandated testing cycles of the date of hire into this classification, as well as to demonstrate satisfactory performance in assigned tasks. Incumbents will retain employment and advance to the second trainee level after demonstrating the required knowledge, skills, and abilities, as well as successfully obtaining the Grade T2 Water Treatment Plant Operator certification. If the incumbent is unable to obtain and maintain a Grade T2 Water Treatment Plant Operator certification within twelve (12) months of the date of hire or two (2) State provided/mandated testing cycles, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Water Treatment Plant Operators and Senior Water Treatment Plant Operators, and immediate supervision from Water Treatment Plant Supervisors and/or other supervisory or management staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Learn to operate, monitor, adjust and control functions within a water treatment plant, distribution system and sludge de-watering facility, using local controls and the Supervisory Control and Data Acquisition

DRAFT

System (SCADA).

Learn to operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

Learn to regulate the flow of water into and through the source water transmission system, the water treatment plant, and the distribution system.

Learn to record entries, update and maintain plant operation logs, forms and reports; learn to perform and document calculations related to plant operational activities.

Learn to monitor water quality by use of online instrumentation, sampling procedures, and performing analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process.

Learn to mix and apply chemicals for use at various stages in the treatment process.

Learn to calculate dosages and adjust chemical feeders/chemical injection pumps for proper operation and application of chemicals in order to ensure a high finished water quality standard.

Learn to work with hazardous chemicals related to water treatment and laboratory operations; receive training in and assist in spill prevention and response at City facilities.

Learn to maintain plant, operating equipment and facilities in a clean and orderly condition; perform routine housekeeping inside and outside the plant and conduct regular site safety inspections as directed.

Learn to dispatch call-out personnel as required for emergency situations at all hours.

Learn to assist in the receiving, safe unloading and storage of chemicals and materials by hand and by use of motorized and mechanical equipment.

Perform other duties and responsibilities as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Basic principles of mathematics, biology, chemistry, and applied hydraulics.

Basic computer (PC) skills in Microsoft Office Suite software.

Safe work practices and use of related personal protective equipment.

ABILITY TO:

Understand and carry out written and oral instructions.

Accurately read, interpret and document information from instruments and recording devices.

Learn how to read and interpret plant piping and distribution diagrams and other technical documents.

Identify problems and hazardous situations.

Learn the practices, procedures, techniques, regulations, and laws pertaining to water treatment plant and distribution system operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work any shift, rotations, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers safely.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breath Apparatus (SCBA).

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

None required.

Related experience is desirable.

Education:

Equivalent to completion of the twelfth (12th) grade.

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

The ability to obtain the Grade T2 Water Treatment Plant Operator certification issued by the California State Water Resources Control Board (SWRCB) within twelve (12) months of the date of hire is required. Once hired into this classification, failure to obtain the Grade T2 certification within the 12 months or two (2) State provided/mandated testing cycles, will result in termination of employment.

Possession of, and ability to maintain, current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and maintain facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC June 2015

Revised _____ New _____

Date Adopted by City Council _____ Council Agenda Item _____

Class Code _____

Pay Grade _____

Bargaining Unit _____

Exempt _____ Non-Exempt _____

EEOC Category _____

CITY OF VALLEJO

ESTABLISHED JUNE 2015
REVISED DECEMBER 2020

WATER TREATMENT PLANT OPERATOR TRAINEE II

SUMMARY DESCRIPTION

Under immediate supervision, ~~T~~to perform a variety of moderate tasks required ~~during an assigned shift~~ in the operation and maintenance of the City's water treatment and distribution facilities.

DISTINGUISHING CHARACTERISTICS

This is the second trainee level classification in the Water ~~t~~Treatment ~~p~~Plant ~~o~~Operator series. This is an intermediate level classification, with incumbents having some directly related experience and having successfully obtained their Grade T2 Water Treatment Plant Operator certification ~~required,~~; representing the second level of a progressive classification series designed to prepare an incumbent over the course of twenty-four (24) months from date of advancement into this classification, to qualify as a journey-level shift operator, certified by the ~~CA~~ California State Water Resources Control Board (SWRCB) as a Grade T3 Water Treatment Plant Operator. Within twenty-four (24) months or four (4) State provided/mandated testing cycles of the date of advancement into this classification, incumbents are expected to have obtained the required knowledge, skills, and abilities to qualify for advancement into the classification of Water Treatment Plant Operator. Employees in this class normally have ~~limited~~ some directly related work experience and are not yet prepared to perform the full range of work assigned to the journey-level classification of Water Treatment Plant Operator. Incumbents continue to receive training and close supervision and are expected to apply acquired job skills to complete tasks of moderate scope and complexity. Judgment is exercised within defined guidelines and procedures to determine appropriate action. This classification is distinguished from the Water Treatment Plant Operator class, ~~as~~in that the latter is the journey level position responsible for independently performing the full range of shift operator duties and maintenance involved in the City's drinking water treatment plant, transmission, distribution systems, and appurtenances.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Water Treatment Plant Operators and ~~Advanced~~Senior Water Treatment Plant Operators, and immediate supervision from Water Treatment Plant Supervisors and/or other ~~s~~supervisory or management staff.~~general supervision from supervisory and management staff such as the overall supervision from a Water Treatment Plant Supervisor, Water Operations Superintendent, and Water Director, or Water Treatment Regulatory Compliance Officer and r~~

~~Receives functional supervision and work lead direction from journey level or advanced journey level treatment plant operators as assigned for training purposes.~~

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Operate~~s~~, monitor~~s~~, and adjust~~s~~ control functions within a water treatment plant~~:~~, distribution system and sludge de-watering facility, using local controls and ~~the Division's PLC based~~ Supervisory Control and Data Acquisition System (SCADA).

Operate~~s~~ and adjust~~s~~ treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations~~:~~.

~~-~~R~~r~~egulate the flow of water into and through the source water transmission system, the water treatment plant, and the distribution system~~s~~.

Record entries, update and maintain plant operation logs, forms and reports; perform and document calculations related to plant operational activities.

Monitor~~s~~ water quality through online instrumentation, ~~by~~ sampling procedures, and performing ~~simplified~~ analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process~~:~~.

~~-~~M~~m~~ix~~es~~ and apply~~ies~~ ~~process~~ chemicals for use at various stages in the treatment process.~~-~~

Calculate~~s~~ dosages and adjust~~s~~ chemical feeders/chemical injection pumps~~ machines~~ for proper operation and application of chemicals in order to ~~assure~~ ensure a high finished water quality standard.

~~Assembles updates and maintains plant operations logs and reports; performs and records mathematical calculations related to plant operational activities.~~

~~Learns to w~~Work with hazardous chemicals related to water treatment and ~~branch~~ laboratory operations; receive~~s~~ training in and assist~~s~~ in spill prevention and response at City facilities.

Maintain~~s~~ plant, operating equipment and facilities in a clean and orderly condition; perform~~s~~ routine housekeeping inside and outside the plant and conduct~~s~~ regular site safety inspections.

Learn to dispatch call-out personnel as required for emergency situations at all hours.

~~Operate a motor vehicle to a number of pumping stations and water distribution and treatment facilities; operates City communication equipment.~~

~~Learn to dispatch call-out personnel as required at all hours.~~

Receive~~s~~, safely unload~~s~~ and store~~s~~ chemicals and materials by hand and by use of motorized and mechanical equipment.

Safely ~~O~~operate a City-owned motor vehicle for travel to a number of pumping stations and water distribution and treatment facilities; operate City communication equipment.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Commented [MJ1]: See comment from WTPO TR I that caries over here

KNOWLEDGE OF:

Standard principles of ~~biology,~~ mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility .

Standard principles~~,~~ and practices of drinking water treatment plant operations, ~~and~~as well as applicable drinking water standards and regulations.

Operating principles of plant equipment such as valves, pumps, motors, controls, instrumentation and telemetry.

Safety regulations pertaining to industrial work practices and use of related equipment.

Basic computer (PC) skills in Microsoft Office Suite software.

ABILITY TO:

~~Logically solve problems and identify hazardous work conditions.~~

Understand and carry out written and oral instructions.

Read and interpret plant piping and distribution diagrams and other technical documents.

Logically solve problems and identify hazardous work conditions.

Learn and apply daily practices, procedures, techniques, regulations, and laws pertaining to the operation of water treatment plants and distribution system operations.

~~Perform some heavy manual labor~~.

Establish and maintain effective working relationships with those contacted in the course of work.

~~Read and interpret plant piping and distribution diagrams and other technical documents.~~

~~Learn and apply to daily practices, the procedures, techniques, and treatment rules pertaining to the operation of water treatment plants and distribution systems.~~

Work any shift, rotation, weekends, and holidays, at any Water ~~Division~~ Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers safely.

Perform simple to moderately complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required; ~~to~~ perform required duties while wearing a Self-Contained Breathing Apparatus -(SCBA).

~~Travel to alternate duty/work locations and attend offsite meetings or appointments.~~

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

A minimum of twelve (12) months of experience within the classification of Water Treatment Plant Operator Trainee I with the City of Vallejo or two (2) years' experience performing duties similar to those of a Water Treatment Plant Operator II with a valid T 2 license.

Education:

Equivalent to completion of the twelfth (12th) grade. ~~and three (3) years of high school mathematics including at least two (2) years of algebra.~~

Successful completion of relevant courses required in order to obtain Grade T2 certification from the California State Water Resources Control Board (SWRCB). ~~Completion of six (6) semester units of specialized coursework in the fundamentals of drinking water treatment processes and plant operations (i.e. California State University, Sacramento "Ken Kerri" courses Water Treatment Plant Operation (Volume 1) and Small Water System Operation and Maintenance.~~

License or Certificate:

Possession of, and ability to maintain, a valid ~~Class C California D~~driver's ~~L~~license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T2 Certification issued by the ~~CA~~ California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for classification will result in termination of employment. ~~Possession of a California Grade T2 Water Treatment Plant Operator's Certification~~

~~and t~~The ability to obtain the Grade T3 Water Treatment Plant Operator certification ~~certified~~ issued by the ~~CA~~ California State Water Resources Control Board (SWRCB) within twenty-four (24) months of the date of hire is required. Once hired into the~~is~~ classification, failure to obtain the Grade T3 certification within ~~the specified time frame~~24 months will result in termination of employment. ~~Failure to maintain appropriate certification for the classification will result in termination of employment.~~

Possession of, and ability to maintain, current and valid ~~re~~certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety. ~~as often as set forth by the authority establishing the requirement.~~

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and maintain ~~remain shaven of~~ facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safe~~t~~ly while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

~~Risk of exposure to chemicals; some lifting; machinery noise.~~
~~Work in and around confined spaces and elevated structures.~~
~~Work in proximity of high voltage and electronic equipment~~
~~Work outdoors in a variety of weather conditions.~~
~~Work around complex, moving machinery in a biohazard environment.~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC ___June 2015_____

Revised _____ New _____

Date Adopted by City Council_____ Council Agenda Item_____

Class Code _____

Pay Grade _____

Bargaining Unit _____

Exempt_____ Non-Exempt_____

EEOC Category _____

ESTABLISHED JUNE 2015
REVISED JANUARY 2021

WATER TREATMENT PLANT OPERATOR TRAINEE II

SUMMARY DESCRIPTION

Under immediate supervision, to perform a variety of moderate tasks required in the operation and maintenance of the City's water treatment and distribution facilities.

DISTINGUISHING CHARACTERISTICS

This is the second trainee level classification in the Water Treatment Plant Operator series. This is an intermediate level classification, with incumbents having some directly related experience and having successfully obtained their Grade T2 Water Treatment Plant Operator certification; representing the second level of a progressive classification series designed to prepare an incumbent over the course of twenty-four (24) months from date of advancement into this classification, to qualify as a journey-level shift operator, certified by the California State Water Resources Control Board (SWRCB) as a Grade T3 Water Treatment Plant Operator. Within twenty-four (24) months of the date of advancement into this classification, incumbents are expected to have obtained the required knowledge, skills, and abilities to qualify for advancement into the classification of Water Treatment Plant Operator. Employees in this class normally have some directly related work experience and are not yet prepared to perform the full range of work assigned to the journey-level classification of Water Treatment Plant Operator. Incumbents continue to receive training and close supervision and are expected to apply acquired job skills to complete tasks of moderate scope and complexity. Judgment is exercised within defined guidelines and procedures to determine appropriate action. This classification is distinguished from the Water Treatment Plant Operator class, in that the latter is the journey level position responsible for independently performing the full range of shift operator duties and maintenance involved in the City's drinking water treatment plant, transmission, distribution systems, and appurtenances.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Water Treatment Plant Operators and Senior Water Treatment Plant Operators, and immediate supervision from Water Treatment Plant Supervisors and other supervisory or management staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Operate, monitor, and adjust control functions within a water treatment plant, distribution system and sludge de-watering facility, using local controls and Supervisory Control and Data Acquisition System (SCADA).

Operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

Regulate the flow of water into and through the source water transmission system, the water treatment plant, and the distribution system.

DRAFT

Record entries, update and maintain plant operation logs, forms and reports; perform and document calculations related to plant operational activities.

Monitor water quality through online instrumentation, sampling procedures, and performing analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process.

Mix and apply chemicals for use at various stages in the treatment process.

Calculate dosages and adjust chemical feeders/chemical injection pumps for proper operation and application of chemicals in order to ensure a high finished water quality standard.

Work with hazardous chemicals related to water treatment and laboratory operations; receive training in and assist in spill prevention and response at City facilities.

Maintain plant, operating equipment and facilities in a clean and orderly condition; perform routine housekeeping inside and outside the plant and conduct regular site safety inspections.

Learn to dispatch call-out personnel as required for emergency situations at all hours.

Receive, safely unload and store chemicals and materials by hand and by use of motorized and mechanical equipment.

Safely operate a City-owned motor vehicle for travel to a number of pumping stations and water distribution and treatment facilities; operate City communication equipment.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Standard principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility .

Standard principles and practices of drinking water treatment plant operations, as well as applicable drinking water standards and regulations.

Operating principles of plant equipment such as valves, pumps, motors, controls, instrumentation and telemetry.

Basic computer (PC) skills in Microsoft Office Suite software.

Safety regulations pertaining to industrial work practices and use of related equipment.

ABILITY TO:

Understand and carry out written and oral instructions.

Read and interpret plant piping and distribution diagrams and other technical documents.

Identify problems and hazardous situations.

Learn and apply daily practices, procedures, techniques, regulations, and laws pertaining to water treatment plant and distribution system operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work any shift, rotation, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers safely.

Perform simple to moderately complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

A minimum of twelve (12) months of experience within the classification of Water Treatment Plant Operator Trainee I with the City of Vallejo or two (2) years' experience performing duties similar to those of a Water Treatment Plant Operator II with a valid T2 license.

Education:

Equivalent to completion of the twelfth (12th) grade.

Successful completion of relevant courses required in order to obtain Grade T2 certification from the California State Water Resources Control Board (SWRCB).

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T2 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this classification will result in termination of employment.

The ability to obtain the Grade T3 Water Treatment Plant Operator certification issued by the California State Water Resources Control Board (SWRCB) within twenty-four (24) months of the date of hire is required. Once hired into this classification, failure to obtain the Grade T3 certification within 24 months will result in termination of employment.

Possession of, and ability to maintain, current and valid certifications for Hazardous Materials

Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and maintain facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:
Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC ____June 2015_____

Revised _____ New _____

Date Adopted by City Council _____ Council Agenda Item _____

Class Code _____

Pay Grade _____

Bargaining Unit _____

Exempt _____ Non-Exempt _____

EEOC Category _____

CITY OF VALLEJO

ESTABLISHED JUNE 2015
REVISED DECEMBER 2020

WATER TREATMENT PLANT OPERATOR

SUMMARY DESCRIPTION

Under general supervision, ~~T~~to perform a variety of skilled technical duties and semi-skilled labor ~~as shift operator~~, as regulated by Federal and State potable water treatment guidelines, in the operation and maintenance of the City's drinking water treatment plants, transmission, distribution systems, and appurtenances.

DISTINGUISHING CHARACTERISTICS

~~This is the full journey level classification in the Water tTreatment Pplant Ooperator series, meeting requirements set by the U.S. Environmental pProtection Agency under the Safe Drinking Water Act, as well as by the California State Water Resources Control Board (SWRCB), under the California Safe Drinking Water Act. The regulations ensure that water treatment facilities are operated and maintained by operators who are certified at the appropriate level, ensuring the protection of public health and safety. Performance expectations at this level include performance of the full range of responsibilities within the function. Individuals in this classification have satisfactorily demonstrated they are capable of operating and maintaining serviceable water supply, according to the City's treatment facility classification consistent with Environmental Protection Agency regulations, through the City's transmission, distribution facilities, water treatment plants and sludge de- watering project facility on an assigned shift, often without immediate supervision. Incumbents apply board standard job knowledge to resolve issues/problems of diverse scope where analysis of data requires evaluation of identifiable factors. Work requires independent judgment, initiative, and action within established operational parameters. This classification is distinguished from the Advanced Water Treatment Plant Operator class, as the latter is has the more challenging problem solving responsibilities for which problem solving that frequently requires analysis of unique issue/problems without precedent and/or structure.~~

~~As S a condition of continued employment with the City of Vallejo, incumbents are required to adhere to the process for maintaining the Grade T3 Water Treatment Plan Operator certification outlined by the California State Water Resources Control Board (SWRCB). If the certification is not maintained, employment will be terminated. Advancement beyond the classification of Water Treatment Plant Operator is not required as a condition of continued employment.~~ This is the full journey level classification in the Water Treatment Plant Operator series. Employees in this classification have completed the thirty-six (36) month trainee portion of this progressive classification series, successfully obtained their Grade T3, and successfully demonstrated their ability to perform the full range of responsibilities including operating and maintaining serviceable water supply through the City's transmission, distribution facilities, water treatment plants and sludge de-watering facility, often without immediate supervision. Incumbents apply independent judgement and standard job knowledge to resolve issues/problems of diverse scope where analysis of data requires evaluation of identifiable factors, initiative, and action within established operational parameters.

This classification is distinguished from the ~~Advanced~~Senior Water Treatment Plant Operator class, in that the latter is the advanced journey level responsible for the most complex tasks, and requiring frequent analysis of unique issues/problems without precedent and/or structure.

As a condition of continued employment with the City of Vallejo in the classification of Water Treatment Plant Operator, incumbents are required to maintain Grade T3 certification by the California State Water

Resources Control Board (SWRCB). If incumbent is unable to maintain a Grade T3 Water Treatment Plant Operator certification, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from ~~Advanced~~Senior Water Treatment Plant Operators and general supervision from Water Treatment Plant Supervisors and/or other supervisory and management staff. ~~such as the Water Treatment Plant Supervisors, and the Water Operations Superintendent, and Water Director. May receive lead direction from Advanced Water Treatment Plant Operators.~~

Provides lead direction to Water Treatment Plant Operator Trainees.~~Exercises functional and technical supervision over, and provides training to other Water Treatment Plant Operatorionsor Trainee staff.~~

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Monitor~~s~~, adjust~~s~~ and control~~s~~ functions at water treatment plants, transmission/distribution system and sludge de-watering facility, using local controls and the Supervisory Control and Data Acquisition System (SCADA).

Operate~~s~~ and adjust~~s~~ treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations~~;~~.

~~-~~Regulate the flow of water into and through the water transmission system, the water treatment plant and distribution system.

Correctly regulate~~s~~ waste side-streams and return flows.

Calculate~~s~~ dosages and adjust~~s~~ feeders/chemical injection pumps~~chemical feed machines~~ for proper operation and application of chemicals in order to ~~assure~~ ensure a high finished water quality standard~~s~~.

Schedule, receive, safely unload, and store chemicals and materials by hand and by use of motorized and mechanical equipment; record deliveries and ensure adequate supplies.~~Arranges and , safely receives and records deliveries of process chemicals to ensure adequate supplies.~~

Monitor water quality through online instrumentation, sampling procedures, and performing simplified analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process.~~Performs water quality tests using standardized testing methods in the plant laboratory;~~.

~~-m~~Mix~~es~~ and appl~~ies~~ ~~process~~ chemicals for use at various stages in the treatment process.

Assemble~~s~~, update~~s~~, and maintain~~s~~ plant operations logs and reports; perform~~s~~ and record~~s~~ mathematical calculations related to plant operational activities, process testing and control.

Work~~s~~ with hazardous chemicals related to water treatment and ~~branch~~ laboratory operations; receive~~s~~ training in and assist~~s~~ in spill prevention and response at City facilities.

~~Schedules, safely receives and records deliveries of process chemicals and monitors inventories to ensure adequate supplies.~~

Maintains plant, operating equipment and facilities in a clean and orderly condition; performs routine housekeeping inside and outside the plant and conducts regular site safety inspections.

Dispatch call-out personnel as required as required for emergency situations at all hours.

May act in a central communications function as follows: taking, relaying, transmitting, and providing information to and from City personnel or outside emergency services as required.

Safely operate a City-owned motor vehicle for travel to a number of pumping stations and water distribution and treatment facilities; operate City communication equipment.

Receives, safely unloads and stores materials by hand and by use of motorized and mechanical equipment.

Receives business contact with other city employees, customer inquiries and makes every effort to enhance public relations.

Conducts general tours of the facilities.

Provides for safe plant conditions and working environment at all times by exercising a routine of attentiveness and proactive responses to plant safety and security matters.

Provides for safe plant conditions and working environment at all times by exercising a routine of attentiveness and proactive responses to plant safety and security matters.

Participates in accurate and complete shift change turn-overs to discuss vital plant information.

Participates in emergency preparedness training and exercises.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Standard principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility.

Standard principles, and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Operating principles of plant equipment such as valves, pumps motors, controls, instrumentation and telemetry.

Operational and safety regulations pertaining to water treatment plant operations and vehicle and equipment usage.

Safety regulations pertaining to industrial work practices and use of related equipment.

Regulations, techniques and equipment used in managing, mitigation, recovery and reporting of hazardous materials release.

Basic computer (PC) skills in Microsoft Office Suite software.

~~Safe vehicle and equipment use.~~

ABILITY TO:

~~Logically solve problems and identify hazardous work conditions.~~

Understand and carry out written and oral instructions.

Read and interpret gauges and other recording devices, plant piping and distribution diagrams and other technical documents.

Logically solve problems and identify hazardous work conditions.

Operate and maintain water treatment plant equipment.

Diagnose operating problems and take effective courses of action.

Make independent technical decisions within established parameters to maintain proper treatment operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Apply the practices, procedures, techniques, and treatment rules pertaining to the operation of water treatment plants and distribution system into daily practice.

~~Read and interpret gauges and other recording devices, plant piping and distribution diagrams and other technical documents.~~

Perform simple repair or maintenance to plant equipment such as pumps, valves, and electronic monitoring devices.

Perform simple to moderately complex tasks while wearing Level A personal protective equipment.

~~Demonstrate the capability to i~~Independently operate all of the Water D~~ivision~~epartment's facilities.

Exercise ~~capable operations in~~ all phases of plant operations:~~-~~ start-up, shutdown, reduction or bypass of unit processes, adverse or emergency conditions.

Accurately observe and record operating conditions and furnish verbal reports.

~~Travel to alternate duty/work locations and offsite meetings.~~

Work any shift, rotation, weekends, and holidays, at any Water ~~Division~~ Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers.

Perform simple to moderately complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required~~.~~; perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Maintain the ability to perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

~~Travel to alternate duty/work locations and offsite meetings.~~

Work independently without supervision.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Completion of thirty-six (36) months of experience in the Water Treatment Plant Operator Trainee I & II, successful demonstration of ability to perform the full range of responsibilities of Water Treatment Plant Operator, and possession of Grade T3 certification from the California State Water Resources Control Board (SWRCB) (1) year functioning as a journey-level operator, while holding Grade T3 Water Treatment Plant Operator certification at a T3 or higher surface water treatment facility. ~~As a condition of continued employment, employees shall successfully complete the Water Treatment Plant Operator Promotional Review Process within twelve (12) months of the date of hire into this classification~~

Education:

Equivalent to completion of the twelfth (12th) grade~~ with three (3) years of high school mathematics, including at least two (2) years of algebra.~~

Successful completion of relevant courses required in order to obtain and maintain Grade T3 certification from the California State Water Resources Control Board (SWRCB).

~~Completion of the following four (4) California State University, Sacramento "Ken Kerri" Series of Courses: Water Treatment Plant Operation (Vols. 1 & 2); Small Water System Operation and Maintenance; and Water Distribution Operation and Maintenance.~~

License or Certificate:

Possession of, and ability to ~~and~~ maintain, a valid ~~Class C California D~~driver's ~~L~~license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T3 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this~~for~~ classification will result in termination of employment.

Possession of, and ability to maintain, current and valid ~~re~~certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety. ~~as often as set forth by the authority establishing the requirement.~~

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

~~Prior to appointment to this classification, the incumbent must have attained~~ a ~~CA California Grade T3 Water Treatment Plant Operator certification.~~

~~Internal candidates must have demonstrated receipt of satisfactory performance reviews within the preceding twenty-four (24) month period., and successful completion of the Water Treatment Plant Operator Promotional Review Process.~~

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-contained Breathing Apparatus (SCBA), and maintain ~~remain shaven of~~ facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

~~WORKING CONDITIONS~~

~~Risk of exposure to chemicals; some lifting; machinery noise.~~
~~Work in ad around confined spaces and elevated structures.~~

~~Work in proximity of high voltage and electronic equipment.~~
~~Work outdoors in a variety of weather conditions.~~
~~Work around complex, moving machinery in a biohazard environment.~~

Working Conditions/Physical Characteristics:

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Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC ____June 2015_____

Revised _____ New _____

Date Adopted by City Council_____ Council Agenda Item_____

Class Code _____

Pay Grade _____

Bargaining Unit _____

Exempt_____ Non-Exempt_____

EEOC Category _____

ESTABLISHED JUNE 2015
REVISED JANUARY 2021

WATER TREATMENT PLANT OPERATOR

SUMMARY DESCRIPTION

Under general supervision, to perform a variety of skilled technical duties and semi-skilled labor, as regulated by Federal and State potable water treatment guidelines, in the operation and maintenance of the City's drinking water treatment plants, transmission, distribution systems, and appurtenances.

DISTINGUISHING CHARACTERISTICS

This is the full journey level classification in the Water Treatment Plant Operator series. Employees in this classification have completed the thirty-six (36) month trainee portion of this progressive classification series (or equivalent experience from an outside agency), successfully obtained their Grade T3, and successfully demonstrated their ability to perform the full range of responsibilities including operating and maintaining serviceable water supply through the City's transmission, distribution facilities, water treatment plants and sludge de-watering facility, often without immediate supervision. Incumbents apply independent judgement and standard job knowledge to resolve issues/problems of diverse scope where analysis of data requires evaluation of identifiable factors, initiative, and action within established operational parameters.

This classification is distinguished from the Senior Water Treatment Plant Operator class, in that the latter is the advanced journey level responsible for the most complex tasks, and requiring frequent analysis of unique issues/problems without precedent and/or structure.

As a condition of continued employment with the City of Vallejo in the classification of Water Treatment Plant Operator, incumbents are required to maintain Grade T3 certification by the California State Water Resources Control Board (SWRCB). If incumbent is unable to maintain a Grade T3 Water Treatment Plant Operator certification, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from Senior Water Treatment Plant Operators and general supervision from Water Treatment Plant Supervisors and/or other supervisory and management staff.

Provides lead direction to Water Treatment Plant Operator Trainees.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Operate, monitor, and adjust control functions within a water treatment plant, distribution system and sludge de-watering facility, using local controls and Supervisory Control and Data Acquisition System (SCADA).

Operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

DRAFT

Regulate the flow of water into and through the source water transmission system, the water treatment plant, and the distribution system.

Record entries, update and maintain plant operation logs, forms and reports; perform and document calculations related to plant operational activities.

Monitor water quality through online instrumentation, sampling procedures, and performing analyses using standardized testing methods, tools, and equipment in a plant process laboratory, and at various stages in the treatment process.

Mix and apply chemicals for use at various stages in the treatment process.

Calculate dosages and adjust feeders/chemical injection pumps for proper operation and application of chemicals in order to ensure a high finished water quality standard.

Work with hazardous chemicals related to water treatment and laboratory operations; receive training in and assist in spill prevention and response at City facilities.

Maintain plant, operating equipment and facilities in a clean and orderly condition; perform routine housekeeping inside and outside the plant and conduct regular site safety inspections.

Dispatch call-out personnel as required as required for emergency situations at all hours.

Schedule, receive, safely unload, and store chemicals and materials by hand and by use of motorized and mechanical equipment; record deliveries and ensure adequate supplies.

Safely operate a City-owned motor vehicle for travel to a number of pumping stations and water distribution and treatment facilities; operate City communication equipment.

Correctly regulate waste side-streams and return flows.

Assemble, update, and maintain plant operations logs and reports; perform and record mathematical calculations related to plant operational activities, process testing and control.

May act in a central communications function as follows: taking, relaying, transmitting, and providing information to and from City personnel or outside emergency services as required.

Receive business contact with other city employees, customer inquiries and make every effort to enhance public relations.

Conduct general tours of the facilities.

Provide for safe plant conditions and working environment at all times by exercising a routine of attentiveness and proactive responses to plant safety and security matters.

Participate in accurate and complete shift change turn-overs to discuss vital plant information.

Participate in emergency preparedness training and exercises.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Standard principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility and throughout the distribution systems.

Standard principles and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Operating principles of plant equipment such as valves, pumps motors, controls, instrumentation and telemetry.

Basic computer (PC) skills in Microsoft Office Suite software.

Safety regulations pertaining to industrial work practices and use of related equipment.

Operational and safety regulations pertaining to water treatment plant operations and vehicle and equipment usage.

Regulations, techniques and equipment used in managing, mitigation, recovery and reporting of hazardous materials release.

ABILITY TO:

Understand and carry out written and oral instructions.

Read and interpret gauges and other recording devices, plant piping and distribution diagrams and other technical documents.

Logically solve problems and identify hazardous work conditions.

Apply the practices, procedures, techniques, and treatment rules pertaining to the operation of water treatment plants and distribution system into daily practice.

Establish and maintain effective working relationships with those contacted in the course of work.

Work any shift, rotation, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers.

Operate and maintain water treatment plant equipment.

Perform simple to moderately complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Maintain the ability to perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Diagnose operating problems and take effective courses of action.

Make independent technical decisions within established parameters to maintain proper treatment operations.

Perform simple repair or maintenance to plant equipment such as pumps, valves, and electronic monitoring devices.

Independently operate all of the Water Department's facilities.

Exercise all phases of plant operations: start-up, shutdown, reduction or bypass of unit processes, adverse or emergency conditions.

Accurately observe and record operating conditions and furnish verbal reports.

Work independently without supervision.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Completion of thirty-six (36) months of experience in the Water Treatment Plant Operator Trainee I & II (or equivalent experience from an outside agency), successful demonstration of ability to perform the full range of responsibilities of Water Treatment Plant Operator, and possession of Grade T3 certification from the California State Water Resources Control Board (SWRCB); or (1) year functioning as a journey-level operator, while holding Grade T3 Water Treatment Plant Operator certification at a T3 or higher surface water treatment facility.

Education:

Equivalent to completion of the twelfth (12th) grade.

Successful completion of relevant courses required in order to obtain and maintain Grade T3 certification from the California State Water Resources Control Board (SWRCB).

License or Certificate:

Possession of, and ability to maintain, a valid driver's license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T3 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this classification will result in termination of employment.

Possession of, and ability to maintain, current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title 1 Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-contained Breathing Apparatus (SCBA), and maintain facial hair at all times as required to not interfere with wearing respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safely while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC _____

Revised _____ New _____

Date Adopted by City Council _____ **Council Agenda Item _____**

Class Code _____

Pay Grade _____

Bargaining Unit _____

Exempt _____ Non-Exempt _____

EEOC Category _____

ESTABLISHED JUNE 2015
REVISED DECEMBER 2020

SENIORADVANCED WATER TREATMENT PLANT OPERATOR

SUMMARY DESCRIPTION

Under direction, Tto regularly resolve the more technically complex and challenging issues faced by those in the Water Treatment Plant Operator Series; perform a variety of skilled technical duties and semiskilled labor as shift operator, as regulated by Federal and State potable water treatment guidelines, in the operation and maintenance of the City's drinking water treatment plants, transmission, distribution systems, and appurtenances; to participate in special assignments related to treatment plant operations; and may conduct lead responsibilities including assisting management in the development of training standards and applying those standards in the course of providing training to othersthe training of others.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Water tTreatment pPlant oOperator series.. This is the advanced journey level classification in the Water Treatment Plant Operator series. Employees in this classification have successfully obtained their Grade T4 and demonstrated their ability to perform and lead others in the full range of responsibilities involved in the operation and maintenance of a serviceable water supply through the City's transmission, distribution facilities, water treatment plants and sludge de-watering facility, without direction. Incumbents function with a high degree of autonomy to apply advanced concepts and expertise in specific areas to resolve issues/problems that are often of a unique nature without precedent and/or structure. Assignments may include formulating strategies and making recommendations for improved processes and allocation of resources. This classification is distinguished from Water Treatment Plant Supervisor in that the latter is a first-line supervisory classification responsible for the direct supervision and development of assigned staff, planning, goal implementation, policy development, assisting with budget preparation, as well as managing the day-to-day operations of an assigned treatment plant.meeting requirements set by the U.S. Environmental Protection Agency under the Safe Drinking Water Act (Federal), as well as by the California State Water Resources Control Board (SWRCB), under the California Safe Drinking Water Act. (State). The regulations ensure that water treatment facilities are operated and maintained by operators who are certified at the appropriate level, ensuring the protection of public health and safety. Performance expectations at this level include regular assignment and of technically advanced issues involving plant operations, as well as the full range of responsibilities within the function. Individuals in this classification have satisfactorily demonstrated that they are capable of performing and leading others in the operation and maintenance of a serviceable water supply, according to the City's treatment facility classification consistent with Environmental Protection Agency regulations, through the City's transmission, distribution facilities, water treatment plants and sludge de-watering facility, project on an assigned shift, often without immediate supervision. Incumbents apply advanced concepts and expertise in specific areas to resolve issues/problems that are often of a unique nature without precedent and/or structure. Assignments may include formulating strategies and making recommendations for improved processes and allocation of resources. Position Incumbents ffunction with a high degree of autonomy. This classification is distinguished from Water Treatment Plant Supervisor in that the latter is a first-line supervisory classification responsible for the direct supervision and development of assigned staff, planning, goal implementation, policy development, assisting with budget preparation, as well as managing the day-to-day operations of an assigned treatment plant.

As a condition of continued employment with the City of Vallejo in the classification of

AdvancedSenior Water Treatment Plant Operator, incumbents are required to maintain a Grade T4 Water Treatment Plant Operator certification by the California State Water Resources Control Board (SWRCB). If incumbent is unable to maintain a Grade T4 Water Treatment Plant Operator certification, employment will be terminated.adhere to the process for maintaining the Grade T4 Water Treatment Plant Operator outlined by the State Water Resources Control Board (SWRCB). If the certification is not maintained, employment will be terminated. The Advanced Water Treatment Plant Operator class is a promotional only classification. The City's regular competitive civil service process governs advancement to positions beyond this classification.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervisiondirection from Water Treatment Plant Supervisors and/or other supervisory and management staff. such as the Water Treatment Plant Supervisors and the Water Operations Superintendent.

Exercises Provides functional and technical supervision over, and provides training lead direction to Water Treatment Plant Operators and Water Treatment Plant Operator Trainees.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Perform complex or unusual operations that assume a high level of skill and proficiency including; the scheduleing and performance of start-ups and shutdowns, startup testing of new installations, plant configuration changes, troubleshooting problems, minor equipment maintenance and calibration, collaborate and team up with other staff on process or water quality challenges, treatment equipment testing and filter media surveillance.

Calculate dosages and calibrate chemical feed equipment for accurate and reliable operation of chemical feeders.

Prepare aliquots, solutions for use in bench-scale process testing, to verify or adjust correct chemical application and achieve optimal processes.

Perform analyses simplified water quality tests using standardized methods in the plant's branch laboratory.

Check regulatory compliance through thorough observations, assessments and accurate recordings of analytical results.

Assemble documentation; provide updates and maintain information in plant operating logs and reports; perform and record mathematical calculations related to plant performance and operational control activities.

Examine and interpret plant operating logs, test results, maintenance work performed, unusual operating conditions and report recommendations to supervisor.

Work with hazardous chemicals related to water treatment and branch laboratory operations; receive training in and assist in spill prevention and response at City facilities.

Maintain plant, operating equipment and facilities in a clean and orderly condition; perform routine housekeeping inside and outside the plant and conducts regular site safety inspections.

Dispatch call-out personnel as required as required for emergency situations at all hours; may act in a central communications functional role as follows; receiving, relaying and providing information to and from City personnel or other responder services as required.

Perform lead operator responsibilities on shifts or as assigned.

Instruct and monitor work of Operator Trainees and Staff Operators in all facets of plant operations and required maintenance.

Safely operate a City-owned motor vehicle for travel to a number of pumping stations and water distribution and treatment facilities; operate City communication equipment.Drive a City-owned motor vehicle to a number city facilities; operates portable or licensed City communication equipment.

Schedule, receive, safely unload, and store chemicals and materials by hand and by use of motorized and mechanical equipment; record deliveries and ensure adequate supplies.Schedule, safely receive, and record deliveries of process chemicals and monitor inventories to ensure adequate supplies are maintained.

Receive, safely unload, and store materials by hand and by use of motorized and mechanical equipment.

Assist Plant Supervisor with special projects.

Work cooperatively with other City sections or project teams and make every effort to enhance public relations; lead and conduct general tours of the facilities.

Participate in all organizational meetings, operator training programs, emergency preparedness training and exercises;.

aAssist supervisors in assessing readiness and team performance.

Provide for safe plant conditions and working environment at all times exercising a routine of attentiveness and proactive responses to plant safety and security matters.

Observe and participate in shift change turn-overs and ensure information exchanged isaccurate and complete.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Advanced principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility.

Advanced principles, and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Advanced operating principles, and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Advanced operating principles of plant equipment such as valves, pumps, motors, controls, instrumentation and telemetry.

Performance and water quality regulations pertaining to water treatment plant operations.

Current safety regulations pertaining to industrial work practices and use of related equipment.

Regulations, techniques and equipment used in managing, mitigating, recovery and reporting of hazardous materials incidents.

Practical knowledge of United States Environmental Protection Agency (US EPA) and California State Water Resource Board (CA SWRB) DPH drinking water regulations that apply to the treatment techniques, operational control and performance of conventional surface water treatment plants.

Practical understanding of roles and responsibilities as defined in California Office of Emergency Services Standardized Emergency management System (S.E.M.S.), Incident Command System (ICS) and in the City's Injury and Illness Prevention Program (IIPP).

Basic computer (PC) skills in Microsoft Office Suite softwareCommon desktop PC applications such as email, word processing, spreadsheets and database programs.

Safe vehicle and motorized equipment use.

ABILITY TO:

Assist and mentor operators in technically challenging aspects of plant operations and treatment processes.

Perform duties and responsible tasks of a plant shift operator.

Logically solve problems and identify hazardous work conditions.

Understand and carry out written and oral instructions.

Operate and maintain water treatment plant equipment.

Diagnose operating problems and take effective courses of action.

Make independent technical decisions to maintain proper treatment process and techniques.

Operate a personal computer and common applications such as emails, word processing, spreadsheet and database programs;

Establish and maintain effective working relationships with those contacted in the course of work.

Read and interpret gauges and other recording devices, plant piping and distribution diagrams and other technical documents.

Perform repair maintenance to plant equipment such as pumps, valves, and electronic monitoring devices.

Wear respirator equipment as required.

Maintain the ability to perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA), and to maintainbe shaven of facial hair at all times as required to not interfere with wearing safely employ respiratory protective equipment.

Must mMaintain the ability to perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA)., and to be shaven of facial hair at all times as required to safely employ respiratory protective equipment.

Perform simple to moderately complex tasks while wearing Level A personal protective equipment.

Demonstrate the capability to iIndependently operate and recover all of the Water Divisionepartment's facilities in unusual conditions.

Exercise highly skilled operations in all phases of plant operations: start-up, shutdown, reduction or bypass of unit processes, adverse of emergency conditions.

Accurately observe and record operating conditions and provide verbal or written reports. Travel to alternate duty/work locations and offsite meetings.

Work any shift, rotations, weekends, and holidays, at any Water Divisionepartment facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Work independently without supervision.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

A minimum four (4) years water treatment operating experience at a surface water treatment plant, with at least two (2) years in journey level operations while holding Grade T3 Water Treatment Plant Operator Certification, T3 certification, at surface water treatment facility classified as T4 or higher. A minimum of two (2) years of the journey level experience shall have been in a position of Water Treatment Plant Operator or higher with the City of Vallejo. A minimum of four (4) years of experience working in water treatment operations, with at least two (2) of those years working at a journey-level with a Grade T3 certification, equivalent to the Water Treatment Plant Operator with the City of Vallejo.

Education:

Equivalent to completion of the twelfth (12th) grade.

Successful completion of relevant courses required in order to obtain and maintain Grade T4 certification from the California State Water Resources Control Board (SWRCB).

A degree from an accredited college and/or additional specialized technical training in water or wastewater treatment or closely related field is desirable.

A high school diploma or G.E.D. with three (3) years of high school mathematics, including at least two (2) years of algebra.

Completion of the following four (4) CSUS Ken Kerri Series of Courses: Water Treatment Plant Operation (Vols. 1 & 2); Small Water System Operation and Maintenance; Water Distribution Operation and Maintenance.

Incumbents seeking promotion, completion of the following four (4) California State University, Sacramento "Ken Kerri" or similarly recognized series of courses : Water Treatment Plant Operation (Vols. 1 & 2); Small Water System Operation and Maintenance; and Water Distribution Operation and Maintenance, is desirable, however otherwise qualified employees hired into the classification who do not poses certificates of completion for these, or similarly recognized courses, may, at the expense of the City, obtain them.

License or Certificate:

Possession of, and ability to maintain, a valid Class C California Ddriver's Llicense.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T4 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this classification will result in termination of employment.

Possession of, or the and ability to obtain and maintain, current and valid recertifications for hHazardous mMaterials Technician, eConfined Space Entry, CPR/First Aid, and Fork Lift Safety. as often as set forth by the authority establishing the requirement.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Prior to appointment to this classification, the incumbent must have attained a Grade T4 certification.

Internal candidates must have demonstrated receipt of satisfactory performance reviews within the preceding twenty-four (24) month period, and successful completion of the Advanced Water Treatment Plant Operator Promotional Review Process.

Pursuant to California Government Code, Title I, Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and remain shaven of facial hair at all times as required to wear respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safety while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

~~**WORKING CONDITIONS**~~

~~Risk of exposure to chemicals; some lifting; machinery noise.~~
~~Work in and around confined spaces and elevated structures.~~
~~Work in proximity of high voltage and electronic equipment.~~
~~Work outdoors in a variety of weather conditions.~~
~~Work around complex, moving machinery in a biohazard environment.~~

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC _____

Revised _____ New _____

Date Adopted by City Council_____ Council Agenda Item_____

Class Code _____

Pay Grade _____

Bargaining Unit _____

Exempt_____ Non-Exempt_____

EEOC Category _____

ESTABLISHED JUNE 2015
REVISED JANUARY 2021

SENIOR WATER TREATMENT PLANT OPERATOR

SUMMARY DESCRIPTION

Under direction, to regularly resolve the more technically complex and challenging issues faced by those in the Water Treatment Plant Operator Series; perform a variety of skilled technical duties and semiskilled labor, as regulated by Federal and State potable water treatment guidelines, in the operation and maintenance of the City's drinking water treatment plants, transmission, distribution systems, and appurtenances; to participate in special assignments related to treatment plant operations; and conduct lead responsibilities including assisting management in the development of training standards and applying those standards in the course of providing training to others.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Water Treatment Plant Operator series. Employees in this classification have successfully obtained their Grade T4 and demonstrated their ability to perform and lead others in the full range of responsibilities involved in the operation and maintenance of a serviceable water supply through the City's transmission, distribution facilities, water treatment plants and sludge de-watering facility, without direction. Incumbents function with a high degree of autonomy to apply advanced concepts and expertise in specific areas to resolve issues/problems that are often of a unique nature without precedent and/or structure. Assignments may include formulating strategies and making recommendations for improved processes and allocation of resources. This classification is distinguished from Water Treatment Plant Supervisor in that the latter is a first-line supervisory classification responsible for the direct supervision and development of assigned staff, planning, goal implementation, policy development, assisting with budget preparation, as well as managing the day-to-day operations of an assigned treatment plant.

As a condition of continued employment with the City of Vallejo in the classification of Senior Water Treatment Plant Operator, incumbents are required to maintain a Grade T4 Water Treatment Plant Operator certification by the California State Water Resources Control Board (SWRCB). If incumbent is unable to maintain a Grade T4 Water Treatment Plant Operator certification, employment will be terminated.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Water Treatment Plant Supervisors and supervisory and management staff.

Provides lead direction to Water Treatment Plant Operators and Water Treatment Plant Operator Trainees.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

In addition to duties listed in the Water Treatment Plant Operator classification:

DRAFT

Perform complex or unusual operations that assume a high level of skill and proficiency including the scheduling and performance of start-ups and shutdowns, startup testing of new installations, plant configuration changes, troubleshooting problems, minor equipment maintenance and calibration, collaborate with other staff on process or water quality challenges, treatment equipment testing and filter media surveillance.

Prepare aliquots, solutions for use in bench-scale process testing, to verify or adjust correct chemical application and achieve optimal processes.

Check regulatory compliance through thorough observations, assessments and accurate recordings of analytical results.

Assemble documentation; provide updates and maintain information in plant operating logs and reports; perform and record mathematical calculations related to plant performance and operational control activities.

Examine and interpret plant operating logs, test results, maintenance work performed, unusual operating conditions and report recommendations to supervisor.

Dispatch call-out personnel as required as required for emergency situations at all hours; may act in a central communications functional role as follows; receiving, relaying and providing information to and from City personnel or other responder services as required.

Perform lead operator responsibilities on shifts or as assigned.

Instruct and monitor work of Operator Trainees and Staff Operators in all facets of plant operations and required maintenance.

Assist Plant Supervisor with special projects.

Work cooperatively with other City sections or project teams and make every effort to enhance public relations; lead and conduct general tours of the facilities.

Participate in organizational meetings, operator training programs, emergency preparedness training and exercises.

Assist supervisors in assessing readiness and team performance.

Provide for safe plant conditions and working environment at all times exercising a routine of attentiveness and proactive responses to plant safety and security matters.

Observe and participate in shift change turn-overs and ensure information exchanged is accurate and complete.

Perform related duties and responsibilities as required.

QUALIFICATIONS

KNOWLEDGE OF:

Advanced principles of mathematics, biology, chemistry, and hydraulics as applied in the operation of a drinking water treatment facility.

Advanced principles and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Advanced operating principles and practices of drinking water treatment plant operations, laboratory analysis techniques and current drinking water standards and regulations.

Advanced operating principles of plant equipment such as valves, pumps, motors, controls, instrumentation and telemetry.

Basic computer (PC) skills in Microsoft Office Suite software.

Current safety regulations pertaining to industrial work practices and use of related equipment.

Performance and water quality regulations pertaining to water treatment plant operations.

Regulations, techniques and equipment used in managing, mitigating, recovery and reporting of hazardous materials incidents.

Practical knowledge of United States Environmental Protection Agency (US EPA) and California State Water Resource Board (CA SWRB) drinking water regulations that apply to the treatment techniques, operational control and performance of conventional surface water treatment plants.

Practical understanding of roles and responsibilities as defined in California Office of Emergency Services Standardized Emergency management System (S.E.M.S.), Incident Command System (ICS) and in the City's Injury and Illness Prevention Program (IIPP).

ABILITY TO:

Understand and carry out written and oral instructions.

Read and interpret gauges and other recording devices, plant piping and distribution diagrams and other technical documents.

Logically solve problems and identify hazardous work conditions.

Apply the practices, procedures, techniques, and treatment rules pertaining to the operation of water treatment plants and distribution system into daily practice.

Establish and maintain effective working relationships with those contacted in the course of work.

Work any shift, rotations, weekends, and holidays, at any Water Department facility. Water Treatment Plant Operators may be assigned and required to report directly to any City treatment facility location, and to travel to alternate duty/work locations and offsite meetings.

Lift 55 pounds and move heavy chemical containers.

Operate and maintain water treatment plant equipment.

Perform simple to complex tasks while wearing Level A personal protective equipment.

Wear respiratory protection equipment as required; perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA).

Maintain the ability to perform required duties while wearing a Self-Contained Breathing Apparatus (SCBA), and to maintain facial hair at all times as required to not interfere with wearing respiratory protective equipment.

Diagnose operating problems and take effective courses of action.

Make independent technical decisions to maintain proper treatment process and techniques.

Perform repair maintenance to plant equipment such as pumps, valves, and electronic monitoring devices.

Independently operate all of the Water Department's facilities in unusual conditions.

Exercise highly skilled operations in all phases of plant operations: start-up, shutdown, reduction or bypass of unit processes, adverse of emergency conditions.

Accurately observe and record operating conditions and provide verbal or written reports. Travel to alternate duty/work locations and offsite meetings.

Work independently without supervision.

Assist and mentor operators in technically challenging aspects of plant operations and treatment processes.

Perform duties and responsible tasks of a plant shift operator.

Operate a personal computer and common applications such as emails, word processing, spreadsheet and database programs.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

A minimum of four (4) years of experience working in water treatment operations, with at least two (2) of those years working at a journey-level with a Grade T3 certification, equivalent to the Water Treatment Plant Operator with the City of Vallejo.

Education:

Equivalent to completion of the twelfth (12th) grade.

Successful completion of relevant courses required in order to obtain and maintain Grade T4 certification from the California State Water Resources Control Board (SWRCB).

License or Certificate:

Possession of, and ability to maintain, a valid driver’s license.

Possession of, and ability to maintain, a Water Treatment Plant Operator Grade T4 Certification issued by the California State Water Resources Control Board (SWRCB). Failure to maintain appropriate certification throughout employment for this classification will result in termination of

employment.

Possession of, and ability to maintain, current and valid certifications for Hazardous Materials Technician, Confined Space Entry, CPR/First Aid, and Fork Lift Safety.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

OTHER REQUIREMENTS

Pursuant to California Government Code, Title I, Division 4, Chapter 8, Section 3100 "all public employees have been declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Must be medically approved for wearing a Self-Contained Breathing Apparatus (SCBA), and remain shaven of facial hair at all times as required to wear respiratory protection equipment.

Must maintain the ability to perform required duties while wearing SCBA.

Must be able to work safety while wearing Personal Protective Equipment (PPE).

Work on an unscheduled basis for emergency situations; must be willing to work any day and any shift within a 24-hour period as assigned, including rotations, holidays, weekends and overtime as needed.

Must be able to pass a stringent background check to enter the Travis Air Force Base Water facility.

Working Conditions/Physical Characteristics:

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 55 pounds is also required. The job duties will expose the employee to the outdoors, confined spaces, elevated structures, chemicals, biohazards, high voltage and electronic equipment. This may include exposure to inclement weather conditions, machinery noise, fumes, dust, and air contaminants. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC _____

Revised _____ New _____

Date Adopted by City Council _____ Council Agenda Item _____

Class Code _____

Pay Grade _____

Bargaining Unit _____

Exempt _____ Non-Exempt _____

EEOC Category _____

Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4363

To: Civil Service Commission

From: Stephanie Sifuentes, Human Resources Program Manager

Date: January 11, 2021

Subject: Approve Classification Specification Revisions for Housing Specialist class series

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RECOMMENDATION

Approve the classification specification revisions for the Housing Specialist class series, including Housing Specialist I, Housing Specialist II, Senior Housing Specialist, and Housing Specialist Supervisor.

REASON FOR RECOMMENDATION

The Human Resources Department and the Housing & Community Development Program Manager completed a review of the workload and structure of the Housing & Community Development Division. Through that review process, it was determined that the division staff are lacking the support of day to day supervisors (a request is agendized for Council to consider reallocating two supervisors to Housing on January 11, 2021). In addition, the Housing Specialist classification series, which is currently flexibly staffed from the I to the II, should be flexibly staffed up to the Senior Housing Specialist (the equivalent to a Housing Specialist III) to allow for additional growth opportunities for employees, as well as operational capacity for the division as it determines necessary. Flexibly staffing classifications within a series is common practice in public sector agencies. The only time flexibly staffing within a series is not recommended is when the position is a supervisor or manager (as you would want a competitive process to elicit that specialized skillset).

Language was also added to all four classification specifications to clarify that their duties include working with all programs covered under the Housing and Community Development Division, not solely the duties specific to the Housing Authority. These revisions were presented to IBEW prior to this meeting as well.

BACKGROUND AND DISCUSSION

Civil Service Rule 4.6 states that revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specifications or by addition of a class without amendments to the Civil Service Rules and Regulations. Significant revisions as used in this Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in existing classification plan. This expression does not include editorial, stylistic or other revisions that have minimal or have no impact on the basic meaning of the job duties detailed in the existing classification plan which shall be considered "minor revisions". If significant revisions to a classification plan are being proposed for approval by the Commission with or without agreement from the affected collective bargaining units, the Executive Secretary shall provide notice to the affected collective bargaining units representing the class at least three (3) calendar days prior to meeting at which a classification recommendation is being made. All minor revisions to a classification plan may be approved by the Executive Secretary.

The revisions before the Commission include both minor and significant changes. The minor revisions are cosmetic in nature to update vernacular, formatting, and consistency across classes which are consistent with classification best practice, and at the discretion of the Executive Secretary. There are two significant revisions being proposed at this time, including a change in the language for flexible staffing levels and adding duties in one or more classes, which require the review and approval by the Civil Service Commission.

The first of the significant changes, is adding clarifying language to each of the classes stating that staff can work on any programs covered under the division including HOME TBRA and self-sufficiency, not solely Housing Authority.

The second significant revision being proposed is changing the language for flexible staffing levels. The Housing Specialist classification series, which is currently flexibly staffed from the I to the II, should be flexibly staffed up to the Senior Housing Specialist. The Senior is the equivalent to a III. This allows for additional growth opportunities for employees, as well as operational capacity for the division as it determines necessary. Flexibly staffing classifications within a series is common practice in public sector agencies. The only time flexibly staffing within a series is not recommended is when the position is a supervisor or manager (as you would want a competitive process to elicit that specialized skillset).

DOCUMENTS ATTACHED

Attachment A – Classification Specification Revision (Redline) – Housing Specialist I
Attachment B – Classification Specification Revision (Clean) – Housing Specialist I
Attachment C – Classification Specification Revision (Redline) – Housing Specialist II
Attachment D – Classification Specification Revision (Clean) – Housing Specialist II
Attachment E – Classification Specification Revision (Redline) – Senior Housing Specialist

Attachment F – Classification Specification Revision (Clean) – Senior Housing Specialist
Attachment G – Classification Specification Revision (Redline) – Housing Specialist Supervisor
Attachment H – Classification Specification Revision (Clean) – Housing Specialist Supervisor

CONTACT

Stephanie Sifuentes
Human Resources Program Manager
Contact Information: (707) 648-8606
stephanie.sifuentes@cityofvallejo.net

CITY OF VALLEJO

ESTABLISHED FEBRUARY 2013
REVISED DECEMBER 2020

HOUSING SPECIALIST I

SUMMARY DESCRIPTION

To provide information to participants regarding the Housing Authority's provision of housing assistance; to perform eligibility determinations, inspections of properties under contract and properties for rent, landlord outreach, new leases, reexaminations and terminations; to monitor and determine current, local housing unit leasing rates and to negotiate rental agreements; and to prepare confidential and technical documents pertaining to housing agreements and contracts~~.~~; and to perform ~~other~~similar duties as assigned for related programs covered under the Housing & Community Development Division, including but not limited to HOME TBRA (Tenant-Based Rental Assistance) and self-sufficiency.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Housing Specialist series. This class is a training class; employees may have only limited relevant work experience. This class is distinguished from the Housing Specialist II in that the latter is the journey level class, able to perform the more difficult and complex tasks. It is further differentiated from the Senior Housing Specialist in that the latter is the advanced journey level class, performing the most complex tasks. ~~by the performance of the more routine and less difficult and complex tasks and duties assigned to positions within the Housing Specialist series. This class is a training class; employees may have only limited related work experience.~~

The Housing Specialist I, II, Senior class series is flexibly staffed, meaning incumbents may be flexed up to the next level once they have demonstrated proficiency of the required knowledge, skills, and abilities of the lower class, and is dependent upon operational need of the division. ~~It is a flexibly staffed class which requires that the entry level Housing Specialist I be promoted to the full journey level upon the completion of the probationary period.~~

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from supervisory or management staff; may receive ~~supervision from Senior Housing Specialist in the absence of a supervisor and may receive~~ lead direction from a Senior Housing Specialist or Housing Specialist II.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Determine initial eligibility and continued eligibility of program participants; interview housing applicants; investigate and verify applicant and participant information; contact applicants and participants to clarify informational discrepancies; manage ~~the~~ applicant waiting lists.

Inspect properties to determine compliance with the requirements of Section 8 rental assistance programs regarding housing quality and general conditions of safety and sanitation; advise property owners and tenants of maintenance needs; document repair requirements; conduct damage and move out inspections;

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counsel tenants, property owners and/or managers to avoid disputes; conduct follow up inspections of previously failed inspections upon completedion of work and repairs.

Perform regularly scheduled reexaminations of participants' financial situations to ensure continued eligibility; make appropriate rent adjustments.

Counsel participants regarding portability, procedures for terminating the current rental agreements and other necessary requirements; research Section 8 availability in various areas; perform procedures for participants moving into the area from another Housing Authority jurisdiction.

Interview and confer with realtors, property managers or owners, and others to negotiate total monthly rents; prepare and process Housing Assistance Payments Contracts, contract terminations, and amendments.

Conduct individual and group briefing sessions and answer participants' questions.

Prepare correspondence to various agencies, landlords, and businesses to verify applicant data.

Perform technical clerical functions pertaining to occupancy eligibility; prepare briefing packets; investigate searches and locate sources of information; maintain landlord information data bases.

Answer technical questions; prepare routine and confidential correspondence and reports.

Operate and maintain special Housing and Urban Development (HUD) computer programs using word processing, spreadsheet and on-line computer programs.

Perform related duties and responsibilities for all programs covered under the Housing & Community Development Division as required.

QUALIFICATIONS

KNOWLEDGE OF:

Modern office practices, methods and procedures.

Modern English usage, spelling, grammar, and punctuation.

Standard office machines and equipment, including computer terminals, business software, and applicable electronic equipment, such as field entry devices and cellular phone.

Record keeping principles and practice.

Basic mathematical computations.

Techniques for working with a variety of individuals from diverse cultural and socio-economic backgrounds.

ABILITY TO:

Learn methods, trends, and techniques pertaining to the operation of a public housing system and housing inspections.

Learn the operational procedures, policies, regulations, and legal mandates pertaining to public housing programs and enforced by the City and the Housing Authority.

Learn to read and interpret complex building plans, specifications and building codes.

Learn to accurately interpret legal mandates, policies, rules and regulations, and apply them to a variety of occupancy eligibility procedures.

Learn to create and maintain a variety of filing systems such as alphabetical, numerical, subject matter, etc. and prepare indices and cross reference files.

Learn to interpret narrative information from tables, forms and computerized documents.

Learn to interview and counsel people from diverse cultural and socio-economic backgrounds.

Learn to multi-task, set priorities, and meet deadlines under stressful conditions.

Learn to negotiate Housing Assistance Payments Contracts, contract terminations, and contract amendments.

Perform complex and specialized technical and clerical work utilizing independent judgment, and requiring speed and accuracy.

Prepare clear, concise and comprehensive reports.

Type and word process documents at a speed necessary for successful job performance.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing with hostile or emotionally upset clients; and to demonstrate empathy.

Establish and maintain effective working relationships with those contacted in the course of work and maintain a positive public image.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Two years of experience in a social or community service agency involving public contact which required the explanation and application of rules, regulations and standards.

Housing and/or social service program experience that required interaction with individuals from diverse ethnic and socio-economic backgrounds is desirable.

Note: One year of clerical experience in a housing program may be substituted for one of the two years of social services experience.

Education:

AEquivalent to a Hhigh Sschool Ddiploma or G.E.D. with specialized training in business practices, manual and automated record management, storage and retrieval systems. Additional college course work in social services, psychology or a field related to the intent of the class is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license by appointment to the class**.** The driver's license must be maintained in good standing throughout employment in the Housing Specialist classification series.

*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

Working Conditions/Physical Characteristics:

~~Office and inspection site environment; exposure to dust and noise; some climbing, stooping, light lifting and inspection in confined areas.~~

~~Work in all weather conditions including wet, hot, cold and windy.~~

Work is performed primarily in an indoor office setting, but does include inspection site environment as well. Incumbents communicate with others orally, in person or over the telephone, to gather or provide information. Incumbents sit at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse. Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC ___2/11/2013_____

Revised _____ New _____

Date Adopted by City Council_____ Council Agenda Item_____

Class Code _02224____

Pay Grade _25A_____

Bargaining Unit _IBEW_____

Exempt_____ Non-Exempt__X_____

EEOC Category __0____

ESTABLISHED FEBRUARY 2013
REVISED JANUARY 2021

HOUSING SPECIALIST I

SUMMARY DESCRIPTION

To provide information to participants regarding the Housing Authority's provision of housing assistance; to perform eligibility determinations, inspections of properties under contract and properties for rent, landlord outreach, new leases, reexaminations and terminations; to monitor and determine current, local housing unit leasing rates and to negotiate rental agreements; to prepare confidential and technical documents pertaining to housing agreements and contracts; and to perform other duties as assigned for related programs covered under the Housing & Community Development Division, including but not limited to HOME TBRA (Tenant-Based Rental Assistance) and self-sufficiency.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Housing Specialist series. This class is a training class; employees may have only limited relevant work experience. This class is distinguished from the Housing Specialist II in that the latter is the journey level class, able to perform the more difficult and complex tasks. It is further differentiated from the Senior Housing Specialist in that the latter is the advanced journey level class, performing the most complex tasks.

The Housing Specialist I, II, Senior class series is flexibly staffed, meaning incumbents may be flexed up to the next level once they have demonstrated proficiency of the required knowledge, skills, and abilities of the lower class, and is dependent upon operational need of the division.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from supervisory or management staff; may receive lead direction from a Senior Housing Specialist or Housing Specialist II.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Determine initial eligibility and continued eligibility of program participants; interview housing applicants; investigate and verify applicant and participant information; contact applicants and participants to clarify informational discrepancies; manage applicant waiting lists.

Inspect properties to determine compliance with the requirements of Section 8 rental assistance programs regarding housing quality and general conditions of safety and sanitation; advise property owners and tenants of maintenance needs; document repair requirements; conduct damage and move out inspections; counsel tenants, property owners and/or managers to avoid disputes; conduct follow up inspections of previously failed inspections upon completion of work and repairs.

Perform regularly scheduled reexaminations of participants' financial situations to ensure continued eligibility; make appropriate rent adjustments.

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Counsel participants regarding portability, procedures for terminating the current rental agreements and other necessary requirements; research Section 8 availability in various areas; perform procedures for participants moving into the area from another Housing Authority jurisdiction.

Interview and confer with realtors, property managers or owners, and others to negotiate total monthly rents; prepare and process Housing Assistance Payment Contracts, contract terminations, and amendments.

Conduct individual and group briefing sessions and answer participants' questions.

Prepare correspondence to various agencies, landlords, and businesses to verify applicant data.

Perform technical clerical functions pertaining to occupancy eligibility; prepare briefing packets; investigate searches and locate sources of information; maintain landlord information data bases.

Answer technical questions; prepare routine and confidential correspondence and reports.

Operate and maintain special Housing and Urban Development (HUD) computer programs using word processing, spreadsheet and on-line computer programs.

Perform related duties and responsibilities for all programs covered under the Housing & Community Development Division as required.

QUALIFICATIONS

KNOWLEDGE OF:

Modern office practices, methods and procedures.

Modern English usage, spelling, grammar, and punctuation.

Standard office machines and equipment, including computer terminals, business software, and applicable electronic equipment, such as field entry devices and cellular phone.

Record keeping principles and practice.

Basic mathematical computations.

Techniques for working with a variety of individuals from diverse cultural and socio-economic backgrounds.

ABILITY TO:

Learn methods, trends, and techniques pertaining to the operation of a public housing system and housing inspections.

Learn the operational procedures, policies, regulations, and legal mandates pertaining to public housing programs and enforced by the City and the Housing Authority.

Learn to read and interpret complex building plans, specifications and building codes.

Learn to accurately interpret legal mandates, policies, rules and regulations, and apply them to a variety of occupancy eligibility procedures.

Learn to create and maintain a variety of filing systems such as alphabetical, numerical, subject matter, etc. and prepare indices and cross reference files.

Learn to interpret narrative information from tables, forms and computerized documents.

Learn to interview and counsel people from diverse cultural and socio-economic backgrounds.

Learn to multi-task, set priorities, and meet deadlines under stressful conditions.

Learn to negotiate Housing Assistance Payments Contracts, contract terminations, and contract amendments.

Perform complex and specialized technical and clerical work utilizing independent judgment, and requiring speed and accuracy.

Prepare clear, concise and comprehensive reports.

Type and word process documents at a speed necessary for successful job performance.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing with hostile or emotionally upset clients; and to demonstrate empathy.

Establish and maintain effective working relationships with those contacted in the course of work and maintain a positive public image.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Two years of experience in a social or community service agency involving public contact which required the explanation and application of rules, regulations and standards.

Housing and/or social service program experience that required interaction with individuals from diverse ethnic and socio-economic backgrounds is desirable.

Note: One year of clerical experience in a housing program may be substituted for one of the two years of social services experience.

Education:

Equivalent to a high school diploma with specialized training in business practices, manual and automated record management, storage and retrieval systems. Additional college course work in social services, psychology or a field related to the intent of the class is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license by appointment to the class**.** The driver's license must be maintained in good standing throughout employment in the Housing Specialist classification series.

***Any license, certification, or registration required for this position shall be maintained (i.e.**

active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

Working Conditions/Physical Characteristics:

Work is performed primarily in an indoor office setting, but does include inspection site environment as well. Incumbents communicate with others orally, in person or over the telephone, to gather or provide information. Incumbents sit at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse. Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC ___2/11/2013_____

Revised _____ New _____

Date Adopted by City Council _____ Council Agenda Item _____

Class Code _02224_____

Pay Grade _25A____

Bargaining Unit _IBEW____

Exempt _____ Non-Exempt ____X____

EEOC Category ___0____

ESTABLISHED FEBRUARY 2013
REVISED DECEMBER 2020

HOUSING SPECIALIST II

SUMMARY DESCRIPTION

To provide information to participants regarding the Housing Authority's provision of housing assistance; to perform eligibility determinations, inspections of properties under contract and properties for rent, landlord outreach, new leases, reexaminations and terminations; to monitor and determine current, local housing unit leasing rates and to negotiate rental agreements; and to prepare confidential and technical documents pertaining to housing agreements and contracts~~.~~; and to perform ~~other~~similar duties as assigned for related programs covered under the Housing & Community Development Division, including but not limited to HOME TBRA (Tenant-Based Rental Assistance) and self-sufficiency.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Housing Specialist series. Positions in this class are ~~flexibly staffed and are~~ normally filled by advancement from the Housing Specialist I level ~~or~~once the required knowledge, skills, and abilities have been proficiently demonstrated and if operational need exists~~,~~; or, when filled from the outside, by having prior experience equivalent to that of the Housing Specialist I. Assignments are performed within a framework of established procedures and employees are expected to perform the full range of duties with only occasional instruction or assistance, as new or unusual situations arise.

Employees within this class are distinguished from the Housing Specialist I in that the latter is the training level. It is further distinguished from the Senior Housing Specialist in that the latter is the advanced journey level class, performing the most complex and specialized tasks. ~~by the performance of the full range of duties as described. Assignments are performed within a framework of established procedures and employees are expected to perform the full range of duties with only occasional instruction or assistance only as new or unusual situations arise.~~

~~Employees in this class are distinguished from the Senior Housing Specialist class in that the latter is the advanced journey and/or lead class. A Senior Housing Specialist, on a regular and recurring basis, provides lead direction to three or more lower level technical staff and/or performs the most complex and sensitive technical housing assistance duties.~~The Housing Specialist I, II, Senior class series is flexibly staffed, meaning incumbents may be flexed up to the next level once they have demonstrated proficiency of the required knowledge, skills, and abilities of the lower class, and is dependent upon operational need of the division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management staff~~.~~; may receive ~~supervision~~lead direction from Senior Housing Specialist ~~in the absence of a s Supervisor~~.

May provide ~~technical and~~ lead direction to the Housing Specialist I.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or

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may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Determine initial eligibility and continued eligibility of program participants; interview housing applicants; investigate and verify applicant and participant information; contact applicants and participants to clarify informational discrepancies; manage ~~the~~ applicant waiting lists.

Inspect properties to determine compliance with the requirements of Section 8 rental assistance programs regarding housing quality and general conditions of safety and sanitation; advise property owners and tenants of maintenance needs; document repair requirements; conduct damage and move out inspections; counsel tenants, property owners and/or managers to avoid disputes; conduct follow up inspections of previously failed inspections upon complet~~ed~~ion of work and repairs.

Perform regularly scheduled reexaminations of participants' financial situations to ensure continued eligibility; make appropriate rent adjustments.

Counsel participants regarding portability, procedures for terminating the current rental agreements and other necessary requirements; research Section 8 availability in various areas; perform procedures for participants moving into the area from another Housing Authority jurisdiction.

Interview and confer with realtors, property managers or owners, and others to negotiate total monthly rents; prepare and process Housing Assistance Payment~~s~~ Contracts, contract terminations, and amendments.

Conduct individual and group briefing sessions and answer participants' questions.

Prepare correspondence to various agencies, landlords, and businesses to verify applicant data.

Perform technical clerical functions pertaining to occupancy eligibility; prepare briefing packets; investigate searches and locate sources of information; maintain landlord information data bases.

Answer technical questions; prepare routine and confidential correspondence and reports.

Operate and maintain special Housing and Urban Development (HUD) computer programs using word processing, spreadsheet and on-line computer programs.

Perform related duties and responsibilities for all programs covered under the Housing & Community Development Division as required.

QUALIFICATIONS

KNOWLEDGE OF:

Modern office practices, methods and procedures.

Modern English usage, spelling, grammar, and punctuation.

Standard office machines and equipment, including computer terminals, business software, and applicable electronic equipment, such as field entry devices and cellular phone.

Record keeping principles and practice.

Basic mathematical computations.

Techniques for working with a variety of individuals from diverse cultural and socio-economic backgrounds.

Techniques used to interview and counsel people from diverse cultural and socio-economic backgrounds.

Legal mandates, rules, regulations, local policies and plans relating to housing and occupancy eligibility procedures.

Operational procedures, policies, rules, regulations and legal provisions specific to the assignment.

Practices and procedures used in housing inspections.

Related codes and ordinances pertaining to public housing programs and enforced by the City and the Housing Authority.

ABILITY TO:

Read and interpret complex building plans, specifications and building codes.

Interpret legal mandates, policies, rules and regulations, and apply them to a variety of occupancy eligibility procedures.

Create and maintain a variety of filing systems such as alphabetical, numerical, subject matter, etc.; and prepare indices and cross reference files.

Interpret narrative information from tables, forms and computerized documents.

Interview and counsel people from diverse cultural and socio-economic backgrounds.

Multi-task, set priorities, meet deadlines under stressful conditions.

Negotiate rent agreements, contract terminations, and contract amendments.

Perform complex and specialized technical and clerical work utilizing independent judgment, and requiring speed and accuracy.

Prepare clear, concise and comprehensive reports.

Type and word process documents at a speed necessary for successful job performance.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing with hostile or emotionally upset clients; and to demonstrate empathy.

Establish and maintain effective working relationships with those contacted in the course of work and maintain a positive public image.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Two years of experience in a social or community service agency involving public contact which required the explanation and application of rules, regulations and standards, ~~or~~ and one year of experience performing ~~comparable~~ duties in a housing services environment, comparable to a Housing Specialist I, which required interaction with individuals from diverse ethnic and socio-economic backgrounds; or one year of experience as a Housing Specialist I, demonstrating proficiency in the required knowledge, skills, and abilities.

Note: One year of clerical experience in a housing program may be substituted for one of the two years of social services experience.

Education:

~~A~~Equivalent to a ~~H~~high ~~S~~school ~~D~~diploma ~~or G.E.D.~~ with specialized training in business practices, manual and automated record management, storage and retrieval systems. An Associate's Degree or certificate in business, management, social services, psychology or a field related to the intent of the class is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license by appointment to the class. The driver's license must be maintained in good standing throughout employment in the Housing Specialist classification series.

Possession of, or ability to obtain within one year from date of hire (at employer's expense), certifications from approved industry experts in the areas of Eligibility, Occupancy, and Housing Quality Standards.

*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

Working Conditions/Physical Characteristics:

~~Office and inspection site environment; exposure to dust and noise; some climbing, stooping, light lifting and inspection in confined areas.~~

~~Work in all weather conditions including wet, hot, cold and windy.~~

Work is performed primarily in an indoor office setting, but does include inspection site environment as well. Incumbents communicate with others orally, in person or over the telephone, to gather or provide information. Incumbents sit at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse. Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air

contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC __2/11/2013_____

Revised _____ New _____

Date Adopted by City Council_____ Council Agenda Item_____

Class Code __02225___

Pay Grade _29A_____

Bargaining Unit __IBEW_____

Exempt_____ Non-Exempt__X_____

EEOC Category _0_____

ESTABLISHED FEBRUARY 2013
REVISED JANUARY 2021

HOUSING SPECIALIST II

SUMMARY DESCRIPTION

To provide information to participants regarding the Housing Authority's provision of housing assistance; to perform eligibility determinations, inspections of properties under contract and properties for rent, landlord outreach, new leases, reexaminations and terminations; to monitor and determine current, local housing unit leasing rates and to negotiate rental agreements; and to prepare confidential and technical documents pertaining to housing agreements and contracts; and to perform other duties as assigned for related programs covered under the Housing & Community Development Division, including but not limited to HOME TBRA (Tenant-Based Rental Assistance) and self-sufficiency.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Housing Specialist series. Positions in this class are normally filled by advancement from the Housing Specialist I level once the required knowledge, skills, and abilities have been proficiently demonstrated and if operational need exists; or, when filled from the outside, by having prior experience equivalent to that of the Housing Specialist I. Assignments are performed within a framework of established procedures and employees are expected to perform the full range of duties with only occasional instruction or assistance, as new or unusual situations arise.

Employees within this class are distinguished from the Housing Specialist I in that the latter is the training level. It is further distinguished from the Senior Housing Specialist in that the latter is the advanced journey level class, performing the most complex and specialized tasks.

The Housing Specialist I, II, Senior class series is flexibly staffed, meaning incumbents may be flexed up to the next level once they have demonstrated proficiency of the required knowledge, skills, and abilities of the lower class, and is dependent upon operational need of the division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management staff; may receive lead direction from a Senior Housing Specialist.

May provide lead direction to the Housing Specialist I.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Determine initial eligibility and continued eligibility of program participants; interview housing applicants; investigate and verify applicant and participant information; contact applicants and participants to clarify informational discrepancies; manage applicant waiting lists.

Inspect properties to determine compliance with the requirements of Section 8 rental assistance programs regarding housing quality and general conditions of safety and sanitation; advise property owners and tenants of maintenance needs; document repair requirements; conduct damage and move out inspections;

DRAFT

counsel tenants, property owners and/or managers to avoid disputes; conduct follow up inspections of previously failed inspections upon completion of work and repairs.

Perform regularly scheduled reexaminations of participants' financial situations to ensure continued eligibility; make appropriate rent adjustments.

Counsel participants regarding portability, procedures for terminating the current rental agreements and other necessary requirements; research Section 8 availability in various areas; perform procedures for participants moving into the area from another Housing Authority jurisdiction.

Interview and confer with realtors, property managers or owners, and others to negotiate total monthly rents; prepare and process Housing Assistance Payment Contracts, contract terminations, and amendments.

Conduct individual and group briefing sessions and answer participants' questions.

Prepare correspondence to various agencies, landlords, and businesses to verify applicant data.

Perform technical clerical functions pertaining to occupancy eligibility; prepare briefing packets; investigate searches and locate sources of information; maintain landlord information data bases.

Answer technical questions; prepare routine and confidential correspondence and reports.

Operate and maintain special Housing and Urban Development (HUD) computer programs using word processing, spreadsheet and on-line computer programs.

Perform related duties and responsibilities for all programs covered under the Housing & Community Development Division as required.

QUALIFICATIONS

KNOWLEDGE OF:

Modern office practices, methods and procedures.

Modern English usage, spelling, grammar, and punctuation.

Standard office machines and equipment, including computer terminals, business software, and applicable electronic equipment, such as field entry devices and cellular phone.

Record keeping principles and practice.

Basic mathematical computations.

Techniques for working with a variety of individuals from diverse cultural and socio-economic backgrounds.

Techniques used to interview and counsel people from diverse cultural and socio-economic backgrounds.

Legal mandates, rules, regulations, local policies and plans relating to housing and occupancy eligibility procedures.

Operational procedures, policies, rules, regulations and legal provisions specific to the assignment.

Practices and procedures used in housing inspections.

Related codes and ordinances pertaining to public housing programs and enforced by the City and the Housing Authority.

ABILITY TO:

Read and interpret complex building plans, specifications and building codes.

Interpret legal mandates, policies, rules and regulations, and apply them to a variety of occupancy eligibility procedures.

Create and maintain a variety of filing systems such as alphabetical, numerical, subject matter, etc.; and prepare indices and cross reference files.

Interpret narrative information from tables, forms and computerized documents.

Interview and counsel people from diverse cultural and socio-economic backgrounds.

Multi-task, set priorities, meet deadlines under stressful conditions.

Negotiate rent agreements, contract terminations, and contract amendments.

Perform complex and specialized technical and clerical work utilizing independent judgment, and requiring speed and accuracy.

Prepare clear, concise and comprehensive reports.

Type and word process documents at a speed necessary for successful job performance.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing with hostile or emotionally upset clients; and to demonstrate empathy.

Establish and maintain effective working relationships with those contacted in the course of work and maintain a positive public image.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Two years of experience in a social or community service agency involving public contact which required the explanation and application of rules, regulations and standards, and one year of experience performing duties in a housing services environment, comparable to a Housing Specialist I, which required interaction with individuals from diverse ethnic and socio-economic backgrounds; or one year of experience as a Housing Specialist I, demonstrating proficiency in the required knowledge, skills, and abilities.

Note: One year of clerical experience in a housing program may be substituted for one of the two years of social services experience.

Education:

Equivalent to a high school diploma with specialized training in business practices, manual and automated record management, storage and retrieval systems. An Associate's Degree or certificate in business, management, social services, psychology or a field related to the intent of the class is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license by appointment to the class. The driver's license must be maintained in good standing throughout employment in the Housing Specialist classification series.

Possession of, or ability to obtain within one year from date of hire (at employer's expense), certifications from approved industry experts in the areas of Eligibility, Occupancy, and Housing Quality Standards.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

Working Conditions/Physical Characteristics:

Work is performed primarily in an indoor office setting, but does include inspection site environment as well. Incumbents communicate with others orally, in person or over the telephone, to gather or provide information. Incumbents sit at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse. Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

_____ _____

CSC Executive Secretary **Date**

Date Adopted by CSC 2/11/2013

Revised _____ New _____

Date Adopted by City Council_____ Council Agenda Item_____

Class Code _02225_____

Pay Grade _29A_____

Bargaining Unit __IBEW_____

Exempt _____ Non-Exempt ____X_____

EEOC Category ___0_____

CITY OF VALLEJO

ESTABLISHED FEBRUARY 2013
REVISED DECEMBER 2020

SENIOR HOUSING SPECIALIST

SUMMARY DESCRIPTION

To lead and participate in a variety of complex and responsible technical duties required to provide information to participants regarding the Housing Authority's provision of housing assistance; to perform eligibility determinations, inspections of properties under contract and properties for rental agreements, landlord outreach, new leases, reexaminations and terminations; to monitor and determine current, local housing unit leasing rates and to negotiate rental agreements; and to prepare confidential and technical documents pertaining to rental agreements and contracts~~.~~; and to perform other duties as assigned for related programs covered under the Housing & Community Development Division, including but not limited to HOME TBRA (Tenant-Based Rental Assistance) and self-sufficiency.

DISTINGUISHING CHARACTERISTICS

This ~~class~~ is the ~~lead and/or~~ advanced journey level class within the Housing Specialist series. Incumbents in this class are responsible for performing the most difficult, complex, and/or sensitive housing assistance assignments. Positions in this class act as a lead and may also provide ~~on a regular and recurring basis~~ technical ~~oversight~~supervision, guidance, assistance, and training to Housing Specialists~~,~~; ~~and guide,~~in addition to assigning, reviewing, and correcting the work produced. ~~check, assign, and correct the work of three or more Housing Specialists.~~

This class is distinguished from the ~~next higher class of~~ Housing Specialist Supervisor in that the latter has the full scope of supervisory responsibilities for an assigned unit.~~this class does not have supervisory authority or exercise full decision-making authority for assigned staff, which includes hiring, disciplining, and terminating employees.~~

This class is further distinguished from the ~~lower class of~~ Housing Specialist II in that this class is the advanced journey level, ~~by~~ providing lead direction and training to other technical and clerical staff, and/or personally performing the more complex and specialized assignments.

The Housing Specialist I, II, Senior class series is flexibly staffed, meaning incumbents may be flexed up to the next level once they have demonstrated proficiency of the required knowledge, skills, and abilities of the lower class, and is dependent upon operational need of the division.

SUPERVISION RECEIVED AND EXERCISED

Receive~~d~~s direction from the Housing Specialist Supervisor and/or the Housing & Community Development Program Manager. ~~general supervision from the Housing Specialist Supervisor~~

Provides lead direction and technical supervision to Housing Specialist I/II and clerical support staff.~~;~~ ~~may provide general supervision while upgraded as a Housing Specialist Supervisor~~ in the absence of the ~~Housing Specialist Supervisor.~~~~May exercise technical lead direction over Housing Specialists I/II and clerical staff~~

EXAMPLES OF DUTIES

DRAFT

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

~~Oversee, direct,~~Lead and participate in the work of a unit involved in making housing eligibility determinations; assign and monitor work activities completed by Housing Specialists I/II.

Determine initial eligibility and continued eligibility of program participants; interview housing applicants; investigate and verify applicant and participant information; contact applicants and participants to clarify informational discrepancies; manage ~~the~~ applicant waiting lists.

Inspect properties to determine compliance with the requirements of Section 8 rental assistance programs regarding housing quality and general conditions of safety and sanitation; advise property owners and tenants of maintenance needs; document repair requirements; conduct damage and move out inspections; counsel tenants, property owners and/or managers to avoid disputes; conduct follow up inspections of previously failed inspections upon complete~~d~~ion of work and repairs.

Perform regularly scheduled reexaminations of participants' financial situations to ensure continued eligibility; make appropriate rent adjustments.

Counsel participants regarding portability, procedures for terminating the current rental agreements and other necessary requirements; research Section 8 availability in various areas; perform procedures for participants moving into the area from another Housing Authority jurisdiction.

Interview and confer with realtors, property managers or owners, and others to negotiate total monthly rents; prepare and process Housing Assistance Payment~~s~~ Contracts, contract terminations, and amendments.

Conduct individual and group briefing sessions and answer participants' questions.

Prepare correspondence to various agencies, landlords, and businesses to verify applicant data.

Perform technical clerical functions pertaining to occupancy eligibility; prepare briefing packets; prepare and compile narrative and statistical reports; investigate searches and locate sources of information; maintain landlord information data bases.

Devise forms as needed to compile and abstract data; answer complex and technical questions; prepare routine and complex correspondence and comprehensive reports.

Serve on committees related to HUD programs; interact with other Housing Authorities, government and social service agencies in the course of conducting Housing Authority business; initiate and receive a variety of telephone and personal contacts from the public concerning the technical and responsible functions of the occupancy eligibility unit.

Operate and maintain special Housing and Urban Development (HUD) computer programs using word processing, spreadsheet and on-line computer programs.

Perform related duties and responsibilities for all programs covered under the Housing & Community Development Division as required.

QUALIFICATIONS

KNOWLEDGE OF:

Related codes and ordinances pertaining to public housing programs and enforced by the City and the Housing Authority.

Techniques used to interview and counsel people from diverse cultural and socio-economic backgrounds.

Legal mandates, rules, regulations, local policies and plans relating to housing and occupancy eligibility procedures.

Operational procedures, policies, rules, regulations and legal provisions specific to the assignment.

Practices and procedures used in housing inspections.

Principles of lead supervision and training.

Modern office practices, methods and procedures.

Modern English usage, spelling, grammar, and punctuation.

Standard office machines and equipment, including computer terminals, business software, and applicable electronic equipment, such as field entry devices and cellular phone.

Record keeping principles and practice.

Basic mathematical computations.

Techniques for working with a variety of individuals from diverse cultural and socio-economic backgrounds.

ABILITY TO:

Perform complex and specialized technical and clerical work utilizing independent judgment, and requiring speed and accuracy.

Read and interpret complex building plans, specifications and building codes.

Interpret legal mandates, policies, rules and regulations, and apply them to a variety of occupancy eligibility procedures.

Interpret narrative information from tables, forms and computerized documents.

Interview and counsel people from diverse cultural and socio-economic backgrounds.

Multi-task, set priorities, meet deadlines under stressful conditions.

Negotiate rent agreements, contract terminations, and contract amendments.

Provide lead direction to technical and clerical staff.

Prepare clear, concise and comprehensive reports.

Type and word process documents at a speed necessary for successful job performance.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing with hostile or emotionally upset clients.

Establish and maintain effective working relationships with those contacted in the course of work and maintain a positive public image.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Two years of experience as a Housing Specialist II with the City of Vallejo, or two years of experience performing comparable journey level duties in a housing services environment which required interaction with individuals from diverse ethnic and socio-economic backgrounds.

Education:

Equivalent to a high school diploma with specialized training in business practices, manual and automated record management, storage and retrieval systems. An Associate's Degree or certificate in business, management, social services, psychology or a field related to the intent of the class is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license by appointment to the class. The driver's license must be maintained in good standing throughout employment in the Housing Specialist classification series.

~~May be required to obtain a Housing Quality Standards Certification within six months of hire~~ Possession of, or ability to obtain within one year from date of hire (at employer's expense), certifications from approved industry experts in the areas of Eligibility, Occupancy, and Housing Quality Standards.

*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

Working Conditions/Physical Characteristics:

Work is performed primarily in an indoor office setting. Incumbents communicate with others orally, in person or over the telephone, to gather or provide information. Incumbents sit at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse. Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to

the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

CSC Executive Secretary _____Date_____

Date Adopted by CSC ____2/11/2013_____

Revised __32_____ New _____

Date Adopted by City Council_____ Council Agenda Item_____

Class Code _02230__

Pay Grade _____

Bargaining Unit __IBEW**__ __**

Exempt_____ Non-Exempt__X_____

EEOC Category _____

ESTABLISHED FEBRUARY 2013
REVISED JANUARY 2021

SENIOR HOUSING SPECIALIST

SUMMARY DESCRIPTION

To lead and participate in a variety of complex and responsible technical duties required to provide information to participants regarding the Housing Authority's provision of housing assistance; to perform eligibility determinations, inspections of properties under contract and properties for rental agreements, landlord outreach, new leases, reexaminations and terminations; to monitor and determine current, local housing unit leasing rates and to negotiate rental agreements; and to prepare confidential and technical documents pertaining to rental agreements and contracts; and to perform other duties as assigned for related programs covered under the Housing & Community Development Division, including but not limited to HOME TBRA (Tenant-Based Rental Assistance) and self-sufficiency.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Housing Specialist series. Incumbents in this class are responsible for performing the most difficult, complex, and/or sensitive housing assistance assignments. Positions in this class act as a lead and may also provide technical supervision, guidance, assistance, and training to Housing Specialists; in addition to assigning, reviewing, and correcting the work produced.

This class is distinguished from the Housing Specialist Supervisor in that the latter has the full scope of supervisory responsibilities for an assigned unit. This class is further distinguished from the Housing Specialist II in that this class is the advanced journey level, providing lead direction and training to other technical and clerical staff, and/or personally performing the more complex and specialized assignments.

The Housing Specialist I, II, Senior class series is flexibly staffed, meaning incumbents may be flexed up to the next level once they have demonstrated proficiency of the required knowledge, skills, and abilities of the lower class, and is dependent upon operational need of the division.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Housing Specialist Supervisor and/or the Housing & Community Development Program Manager.

Provides lead direction and technical supervision to Housing Specialist I/II and clerical support staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Lead and participate in the work of a unit involved in making housing eligibility determinations; assign and monitor work activities completed by Housing Specialists I/II.

Determine initial eligibility and continued eligibility of program participants; interview housing applicants; investigate and verify applicant and participant information; contact applicants and participants to clarify informational discrepancies; manage applicant waiting lists.

DRAFT

Inspect properties to determine compliance with the requirements of Section 8 rental assistance programs regarding housing quality and general conditions of safety and sanitation; advise property owners and tenants of maintenance needs; document repair requirements; conduct damage and move out inspections; counsel tenants, property owners and/or managers to avoid disputes; conduct follow up inspections of previously failed inspections upon completion of work and repairs.

Perform regularly scheduled reexaminations of participants' financial situations to ensure continued eligibility; make appropriate rent adjustments.

Counsel participants regarding portability, procedures for terminating the current rental agreements and other necessary requirements; research Section 8 availability in various areas; perform procedures for participants moving into the area from another Housing Authority jurisdiction.

Interview and confer with realtors, property managers or owners, and others to negotiate total monthly rents; prepare and process Housing Assistance Payment Contracts, contract terminations, and amendments.

Conduct individual and group briefing sessions and answer participants' questions.

Prepare correspondence to various agencies, landlords, and businesses to verify applicant data.

Perform technical clerical functions pertaining to occupancy eligibility; prepare briefing packets; prepare and compile narrative and statistical reports; investigate searches and locate sources of information; maintain landlord information data bases.

Devise forms as needed to compile and abstract data; answer complex and technical questions; prepare routine and complex correspondence and comprehensive reports.

Serve on committees related to HUD programs; interact with other Housing Authorities, government and social service agencies in the course of conducting Housing Authority business; initiate and receive a variety of telephone and personal contacts from the public concerning the technical and responsible functions of the occupancy eligibility unit.

Operate and maintain special Housing and Urban Development (HUD) computer programs using word processing, spreadsheet and on-line computer programs.

Perform related duties and responsibilities for all programs covered under the Housing & Community Development Division as required.

QUALIFICATIONS

KNOWLEDGE OF:

Related codes and ordinances pertaining to public housing programs and enforced by the City and the Housing Authority.

Techniques used to interview and counsel people from diverse cultural and socio-economic backgrounds.

Legal mandates, rules, regulations, local policies and plans relating to housing and occupancy eligibility procedures.

Operational procedures, policies, rules, regulations and legal provisions specific to the assignment.

Practices and procedures used in housing inspections.

Principles of lead supervision and training.

Modern office practices, methods and procedures.

Modern English usage, spelling, grammar, and punctuation.

Standard office machines and equipment, including computer terminals, business software, and applicable electronic equipment, such as field entry devices and cellular phone.

Record keeping principles and practice.

Basic mathematical computations.

Techniques for working with a variety of individuals from diverse cultural and socio-economic backgrounds.

ABILITY TO:

Perform complex and specialized technical and clerical work utilizing independent judgment, and requiring speed and accuracy.

Read and interpret complex building plans, specifications and building codes.

Interpret legal mandates, policies, rules and regulations, and apply them to a variety of occupancy eligibility procedures.

Interpret narrative information from tables, forms and computerized documents.

Interview and counsel people from diverse cultural and socio-economic backgrounds.

Multi-task, set priorities, meet deadlines under stressful conditions.

Negotiate rent agreements, contract terminations, and contract amendments.

Provide lead direction to technical and clerical staff.

Prepare clear, concise and comprehensive reports.

Type and word process documents at a speed necessary for successful job performance.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing with hostile or emotionally upset clients.

Establish and maintain effective working relationships with those contacted in the course of work and maintain a positive public image.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Two years of experience as a Housing Specialist II with the City of Vallejo, or two years of experience performing comparable journey level duties in a housing services environment which required interaction with individuals from diverse ethnic and socio-economic backgrounds.

Education:

Equivalent to a high school diploma with specialized training in business practices, manual and automated record management, storage and retrieval systems. An Associate's Degree or certificate in business, management, social services, psychology or a field related to the intent of the class is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid driver's license by appointment to the class. The driver's license must be maintained in good standing throughout employment in the Housing Specialist classification series.

Possession of, or ability to obtain within one year from date of hire (at employer's expense), certifications from approved industry experts in the areas of Eligibility, Occupancy, and Housing Quality Standards.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

Working Conditions/Physical Characteristics:

Work is performed primarily in an indoor office setting. Incumbents communicate with others orally, in person or over the telephone, to gather or provide information. Incumbents sit at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse. Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

CSC Executive Secretary _____Date_____

Date Adopted by CSC _2/11/2013_____

Revised _____ New _____

Date Adopted by City Council _____ Council Agenda Item _____

Class Code _02230_____

Pay Grade _____

Bargaining Unit __IBEW_____

Exempt _____ Non-Exempt ___X_____

EEOC Category _____

ESTABLISHED FEBRUARY 2013
REVISED JANUARY 2021

HOUSING SPECIALIST SUPERVISOR

SUMMARY DESCRIPTION

Under general direction, the Housing Specialist Supervisor is a working supervisor, participating in a variety of complex and responsible technical duties required to provide information to participants regarding the Housing Authority's provision of housing assistance; performing eligibility determinations, inspections of properties under contract and properties for rental agreements, landlord outreach, new leases, reexaminations and terminations; monitoring and determining current, local housing unit leasing rates and negotiating rental agreements; and preparing confidential and technical documents pertaining to rental agreements and contracts; and to perform other duties as assigned for related programs covered under the Housing and Community Development Division, including but not limited to HOME TBRA (Tenant-Based Rental Assistance) and self-sufficiency; in addition to providing the full scope of supervision to those performing the same within an assigned unit.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level class within the Housing Specialist series. Incumbents are expected to have an advanced level of knowledge and experience in order to act as a resource to lower level classes, in addition to carrying their own modified caseload related to specialized programs, and providing the full scope of supervisory responsibilities. The Housing Specialist Supervisor may assist in the caseload of subordinate employees in their absence.

This class is distinguished from the Housing & Community Development Program Manager in that the latter has the full responsibility of the division as a whole.

This class is further distinguished from the Senior Housing Specialist in that this class is the full supervisory class in the series.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Housing and Community Development Program Manager.

Provides general supervision over Housing Specialist I/II/Senior and clerical support staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Plan and assign work to staff; set and adjust short-term priorities; evaluate staff work performance and service levels; accept, amend or reject completed work products; and recommend appointments, promotions, demotions, or reassignments.

Identify employees' developmental and training needs; provide or arrange for needed development and training.

Hear and resolve complaints and refer more serious unresolved complaints.

DRAFT

Counsel employees on behavior; initiate minor disciplinary actions, such as warnings and reprimands, recommending other actions in more serious cases.

Give advice and instruction to employees on both technical and administrative matters.

Identify ways to improve production or increase the quality of work; allocate resources to teams.

Develop performance standards.

Operate and maintain special Housing and Urban Development (HUD) programs; serve on committees in conjunction with HUD programs.

Interact with other housing authorities and government and social service agencies in the course of conducting Housing Authority business.

Oversee and participate in performing eligibility determinations, property inspections, landlord outreach, new rental agreements, reexaminations and terminations.

Provide information to participants regarding the Housing Authority's provision of housing assistance.

Initiate and receive a variety of telephone and personal contacts from the public concerning the technical and responsible functions of the occupancy, eligibility, and inspections unit.

Prepare confidential and technical documents and correspondence pertaining to rental agreements and contracts; provide technical data, detailed explanations of law, policies or procedures.

Prepare comprehensive management reports, records, and recommendations.

Oversee and participate in operating and maintaining Housing and Urban Development (HUD) programs using word processing and spreadsheet software and on-line computer programs.

Conduct rent surveys of assigned areas; determine rent reasonableness.

Collect debts owed to the Housing Authority according to HUD and division policies: prepare billings for various housing services; contact delinquent account and non-sufficient check customers for payment; prepare delinquent notices and letters.

Input and format data into concise spreadsheets for HUD documentation.

Sort, audit, match and prepare payments for mailing; and coordinate landlord check processing with other departments.

Perform related duties and responsibilities for all programs covered under the Housing & Community Development Division as required.

QUALIFICATIONS

KNOWLEDGE OF:

Principles of providing technical and functional supervision and training.

Methods, trends, and techniques pertaining to the operation of a public housing system; legal mandates, rules, regulations, local policies and plans relating to housing and occupancy eligibility

procedures.

Interviewing and counseling methods, procedures and techniques used to interview people from diverse cultural and socio-economic backgrounds.

Principles and practices of record keeping and data management storage and retrieval systems.

Techniques of data gathering, review, analysis and compilation of information for report preparation.

Modern office procedures, methods and computer equipment.

Basic mathematics computations.

Problems, needs and attitudes of the physically, socially and economically disadvantaged.

Techniques for working with a variety of individuals from diverse cultural and socio-economic backgrounds.

Practices and procedures used in housing inspections.

ABILITY TO:

Interpret and apply technical operational procedures, policies, rules, regulations and legal provisions; interpret narrative information from tables, forms and computerized documents.

Interview people from diverse cultural and socio-economic backgrounds.

Plan, organize, multi-task, set priorities, meet deadlines under stressful conditions and maintain a variety of public housing transactions and records.

Analyze, review, abstract and compile comprehensive report including sensitive and confidential information.

Identify problems, recognize the needs and attitudes of physically, socially and economically disadvantaged clients.

Exercise problem-solving techniques to resolve concerns with clients and property owners.

Communicate clearly and concisely, both orally and in writing with hostile or emotionally upset clients.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Two years of full-time experience equivalent to that of a Senior Housing Specialist within the City of Vallejo.

-or-

Three years of advanced-journey/lead experience equivalent to Senior Housing Specialist in another jurisdiction.

-or-

Three years of responsible building inspection, property management, or building maintenance, repair and construction experience.

-or-

Four years of full-time experience equivalent to that of a Housing Specialist II within the City of Vallejo service.

Education:

Equivalent to a high school diploma with specialized training in business practices, manual and automated record management, storage and retrieval systems. An Associate's Degree or certificate in business, management, social services, psychology or a field related to the intent of the class is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid California C driver's license by appointment to the class. The driver's license must be maintained in good standing throughout employment in the Housing Specialist classification series.

Possession of, or ability to obtain within one year from date of hire (at employer's expense), certifications from approved industry experts in the areas of Eligibility, Occupancy, and Housing Quality Standards.

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

Working Conditions/Physical Characteristics:

Work is performed primarily in an indoor office setting. Incumbents communicate with others orally, in person or over the telephone, to gather or provide information. Incumbents sit at a desk or computer for extended periods of time, with the ability to move about at will. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse. Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard or mobile data terminal. Near vision is required when writing reports and other documents, and far vision is required when in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 25 pounds is also required. The job duties will expose the employee to the outdoors, which may include exposure to inclement weather conditions, noise, fumes, dust, air contaminants and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

CSC Executive Secretary **Date**

Date Adopted by CSC 2/11/2013

Revised _____ New _____

Date Adopted by City Council _____ Council Agenda Item _____

Class Code 02237

Pay Grade 39

Bargaining Unit IBEW

Exempt _____ Non-Exempt _____

EEOC Category _____

CITY OF VALLEJO

ESTABLISHED FEBRUARY 2013
REVISED DECEMBER 2020

HOUSING SPECIALIST SUPERVISOR

SUMMARY DESCRIPTION

Under general direction ~~and on a regular and recurring basis~~, the Housing Specialist Supervisor is a working supervisor, participating in a variety of complex and responsible technical duties required to provide information to participants regarding the Housing Authority's provision of housing assistance; performing eligibility determinations, inspections of properties under contract and properties for rental agreements, landlord outreach, new leases, reexaminations and terminations; monitoring and determining current, local housing unit leasing rates and negotiating rental agreements; and preparing confidential and technical documents pertaining to rental agreements and contracts; and to perform other duties as assigned for related programs covered under the Housing and Community Development Division; in addition to providing the full scope of supervision to those performing the same within an assigned unit.~~provides technical and functional supervision over a unit of Housing Specialist providing housing occupancy and inspection assistance for Section 8 Rental Assistance Program participants. Incumbents also perform the most complex duties of the assigned unit.~~

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level class within the Housing Specialist series. Incumbents are expected to have an advanced level of knowledge and experience in order to act as a resource to lower level classes, in addition to carrying their own modified caseload related to specialized programs, and providing the full scope of supervisory responsibilities. The Housing Specialist Supervisor may assist in the caseload of subordinate employees in their absence.

This class is distinguished from the Housing & Community Development Program Manager in that the latter has the full responsibility of the division as a whole.

This class is further distinguished from the Senior Housing Specialist in that this class is the full supervisory class in the series.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Housing and Community Development Program Manager.

Provides general supervision over Housing Specialist I/II/Senior and clerical support staff.

~~The Housing Specialist Supervisor exercises full-scope first-level technical and functional supervision over Housing Specialists and clerical support staff.~~

~~The Housing Specialist Supervisor receives direction from higher level management classes.~~

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EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

DRAFT

Plan and assign work to staff; set and adjust short-term priorities; evaluate staff work performance and service levels; accept, amend or reject completed work products; and recommend appointments, promotions, demotions, or reassignments.

Identify employees' developmental and training needs; provide or arrange for needed development and training.

Hear and resolve complaints and refer more serious unresolved complaints.

Counsels employees on behavior; initiate minor disciplinary actions, such as warnings and reprimands, recommending other actions in more serious cases.

Give advice and instruction to employees on both technical and administrative matters.

Identify ways to improve production or increase the quality of work; allocate resources to teams.

Develop performance standards.

Operate and maintain special Housing and Urban Development (HUD) programs; serve on committees in conjunction with HUD programs.

Interact with other housing authorities and government and social service agencies in the course of conducting Housing Authority business.

Oversee and participate in performing eligibility determinations, property inspections, landlord outreach, new rental agreements, reexaminations and terminations.

Provide information to participants regarding the Housing Authority's provision of housing assistance.

Initiate and receive a variety of telephone and personal contacts from the public concerning the technical and responsible functions of the occupancy, eligibility, and inspections unit.

Prepare confidential and technical documents and correspondence pertaining to rental agreements and contracts; provide technical data, detailed explanations of law, policies or procedures.

Prepare comprehensive management reports, records, and recommendations.

Oversee and participate in operating and maintaining Housing and Urban Development (HUD) programs using word processing and spreadsheet software and on-line computer programs.

Conduct rent surveys of assigned areas; determine rent reasonableness.

Collect debts owed to the Housing Authority according to HUD and division policies: prepare billings for various housing services; contact delinquent account and non-sufficient check customers for payment; prepare delinquent notices and letters.

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Input and format data into concise spreadsheets for HUD documentation.

Sort, audit, match and prepare payments for mailing; and coordinate landlord check processing with other departments.

Perform related duties and responsibilities for all programs covered under the Housing & Community Development Division as required.

QUALIFICATIONS

KNOWLEDGE OF:

Principles of providing technical and functional supervision and training.

Methods, trends, and techniques pertaining to the operation of a public housing system; legal mandates, rules, regulations, local policies and plans relating to housing and occupancy eligibility procedures.

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CSC Executive Secretary **Date**

Date Adopted by CSC __02/11/2013____

Revised _____ New _____

Date Adopted by City Council_____ Council Agenda Item_____

Class Code _02237_

Pay Grade _39_____

Bargaining Unit __IBEW____

Exempt_____ Non-Exempt_____

EEOC Category _____